



PARATRANSIT, INC. BOARD OF DIRECTORS' TELECONFERENCE MEETING

In response to Governor's Executive Order N-29-20, the Paratransit Board of Directors and other public meetings are being held via teleconference to follow state guidelines on social distancing until further notice.

Meeting Date and Time:

September 21, 2020 at 6:00 p.m.

Meeting Location:

Paratransit Board of Directors meetings are broadcast live on the Paratransit, Inc. website. Visit Paratransit, Inc.'s official website at: www.paratransit.org. Members of the public are encouraged to submit public comments via eComment by email at publiccomment@paratransit.org. Members of the public may also call into the meeting as follows:

Telephone Number: 1 (669) 900-6833

Meeting ID: 956 3293 0876

If you need a disability-related modification or accommodation to participate in this meeting, please contact by Voice: (916) 429-2009. Requests must be made as early as possible.

Paratransit's Mission: To expand mobility options by advocating for a fully accessible integrated public transportation system and by providing innovative community transportation services.

AGENDA

1. Call to Order & Roll Call:

Directors: Fontus, Hume, Johnson, Kimble, Leventon, Lonergan, Nguyen, Nugent, Shekhar

2. Pledge of Allegiance

3. Public Comment:

Each person will be allowed three minutes, or less if a large number of requests are received on a particular subject. After ten minutes of testimony, the Chair may choose to hear any additional testimony following the Discussion Items.

Please note, under the provisions of the California Government Code, the Board is prohibited from discussing or taking action on any item that is not on the agenda. The Board cannot take action on non-agendized items raised under "Public Comment" until the matter has been specifically included on the agenda. Those audience members who wish to address a specific agendized item are encouraged to offer their public comments during consideration of that item.

4. Presentations

- A. Presentation by Julia Burrows from Mayor Darrell Steinberg's Office on Food Access Efforts in Sacramento
- B. Presentation by Runyon Saltzman, Inc. on Marketing and Outreach Efforts over the past 12 months

5. Staff Reports

- A. CEO Report
 - a. Update on Activities and Contracts
 - b. Kick-off of Holiday Drive
- B. CFO Report
 - a. Monthly Financial Report
 - b. Budget Update: End of Year FY 20 and Year to Date FY 21

6. Consent Calendar

- A. Approve the Minutes of the June 15 , 2020, Board of Directors' Meeting
- B. Adopt Resolution 12-20 Authorizing the Chief Executive Officer to negotiate and execute the second Amendment to the Agreement with Runyon Saltzman, Inc. for Comprehensive

Communications and Media Strategies work increasing the value of the Agreement by \$100,000 for a new total agreement, not to exceed \$200,000.00

- C. Adopt Resolution 13-20 Authorizing the Chief Executive Officer to Execute an Agreement with Trapeze for expanded modules for PASS-Web in an amount not to exceed \$70,000

7. Action Items

- A. Adopt Resolution 14-20 Authorizing the Chief Executive Officer (CEO) and Chief Financial Officer (CFO) to enter into an expanded Banking Agreement with Five Star Bank to move all banking services to Five Star Bank from Wells Fargo Bank and further authorizing the CEO and CFO to re-finance the Mortgage and Property loans to transition them to Five Star bank and to execute all agreements necessary to complete these financial transactions
- B. Adopt Resolution 15-20 Authorizing the Chief Executive Officer (CEO) to Negotiate and Execute a CTSA and General Partnership Agreement with Meals on Wheels by ACC
- C. Adopt Resolution 16-20 Authorizing the Chief Executive Officer (CEO) to Negotiate and Execute a CTSA and General Partnership Agreement with Sacramento Food Bank and Family Services
- D. Discussion and Consideration to Adopt Resolution 17-20 Approving the FY 21-25 Business Development Plan
- E. Discussion and Consideration to Adopt Resolution 18-20 Amending the Bylaws to reflect a revised Board Composition and a few remaining clean up items.
- F. Discussion and Direction on Process and Procedure to select candidates for the Board Seats and schedule nomination and appointment process to occur at the November 2020 Board of Directors meeting, with a January 1, 2021 effective date.

8. Board Comments/Reports/Future Agenda Items

9. Adjourn

The next meeting of the Paratransit Board of Directors will be held on

MONDAY, NOVEMBER 16TH, 2020
(Subject to Change)
6:00 P.M.

Online

*Staff Reports are subject to change without prior notice.

ADA COMPLIANCE

If requested, this agenda can be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact the Chief Administrative Officer at (916) 429-2009 for further information.



Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 5A

AGENDA TITLE: Chief Executive Officer's Report

MEETING DATE: June 21, 2020

PREPARED BY: Tiffani M. Fink, Chief Executive Officer

COVID-19:

Paratransit, Inc. staff has been working closely with our partners to monitor the developments of COVID-19, better known as the Coronavirus. As an agency dedicated to mobility we understand the need to ensure that access remains available to our passengers so that they can prepare for and plan their activities and responsibilities. For more than 40 years, Paratransit, Inc. has prided itself that it puts our passengers and clients, and their safety, at the forefront of everything we do. Attached to the March report was information on the measures we are taking to ensure cleaning of the vehicles and we operate. Similar efforts are being undertaken in each of the facilities we operate in. We continue to provide this level of cleaning and have added fogging of the vehicles as well. In April, staff implemented additional safety measures to protect both our employees and our passengers. Before entering the building, all staff (and outside agency staff working in the building, such as UCP) are required to take their temperature. Anyone with a fever of 100.4 or higher must immediately leave the property. All staff have been issued cloth masks (and now we additionally have surgical masks) and must wear the mask when 6 feet of social distancing cannot be maintained. Further, all vehicle operators must wear a mask anytime they are interacting with or transporting passengers. Paratransit management staff has been ensuring that all staff is provided with regular updates on the measures taken related to COVID-19. This includes email notifications, flyers and posting of CDC posters. We will continue to work together with State and Local

authorities to ensure the safe delivery of services. A detailed update on up to the minute activities related to COVID-19 will be presented at the meeting.

Update on Program and Service Extensions:

Paratransit has been busy following the transition of ADA and Non-ADA Service to SacRT. Back in April, Paratransit began providing food deliveries to Seniors through the Food Bank and then partnered with the City of Sacramento, initially through Family Meal and later through Great Plates Delivered. Recently, due to the duration of the on-going pandemic, the City of Sacramento was required to put the Great Plates Delivered program out to RFP. The RFP included 4 main elements: Meal Kit creation, delivery and logistics, advisor chef and Volunteer Coordinator. Paratransit proposed on this extended program and I am happy to announce that the City has recommended to award all delivery services to Paratransit. We are working closely with United Cerebral Palsy to meet all of the delivery needs (they are out partners in this proposal and provide drivers and aides to meet half of the 20 routes). In addition, we will continue to partner with Hands on Sacramento, taking on a larger role assigning the volunteers they provide to vehicles and routes to serve as the runners on the vehicles. We are excited to be able to continue to serve the Community and this program has been a favorite among the driving staff.

Last Spring, Paratransit submitted a proposal to the Massachusetts Bay Transportation Authority (MBTA) for a new Travel Instruction contract. The current contract was scheduled to end it's 5 year term in August. The MBTA initially delayed the recruitment and then terminated it. MBTA approached Paratransit initially regarding an extension of the current contract through December 31st of this year. Staff agreed and began working with the MBTA on building an updated, virtualized travel instruction program. Based on the success of that and our strong working relationship with the MBTA, the MBTA chose to not only extend the Agreement thru December 31st but rather all the way thru June 30, 2021. Staff negotiated and executed this Amendment (the prior action by the Board delegated approval of extensions to the CEO) and we are at work on this new term.

It was noted at the June meeting that Paratransit had been awarded a new contract to operate the Paratransit Coordinator's Office (PCO) for East Bay Paratransit. East Bay Paratransit is the ADA service that complements AC Transit and BART. That Agreement took effect July 1st and I want to recognize Alicia Brown, Renee Martinez and Lisa Cappellari for their work in assisting with this transition . The previous provider of the PCO work had been performing this service for over 20 years. In this new role, Paratransit provides technical and professional services reviewing performance statistics, managing more detailed customer issues, monitoring budget and service statistics and providing technical assistance to both AC Transit and BART on policy and service development items. In addition, we are responsible for running and scheduling their public advisory committee meetings. The contract is a three party Agreement with Paratransit contracted to both AC Transit and BART.

Riding for Tidings:

Staff will provide an overview of this year's holiday program, Riding for Tidings. A copy of the fact sheet on the program is included as an Attachment to this staff report. The idea came out of the work staff has been providing delivering food to Seniors sheltering in place. Many of these Seniors have been sheltering since March and by the time the holidays approach, they will have spent 9 months isolated from their friends and community. Between the food deliveries and the wellness calls, we have experienced first hand how much a small gesture can mean. Out of this an idea to do something special this holiday was created. The idea was simple, we (with two of our partners ACC and Meals on Wheels) will already be delivering food, what if we could add a small gift as well? From that Riding for Tidings was born. We took the knowledge that another challenge many face are rising utility costs in the winter and came up with the idea to focus on gifts which keep people warm, and provide a cozy, comforting feeling. We will be collecting donations for blankets, socks, gloves, and hats to deliver. Each box will also contain a hand drawn card from a youth in Sacramento to provide a message of care. The initial response has been tremendous and we have already partnered with Sacramento Food Bank and Family Services, the Office of the Mayor of the City of Sacramento, ACC and Meals on Wheels by ACC. In addition, we are in discussions with Christian Brothers High School and several other large non-profits who

are interested in joining on and partnering to use this as their signature holiday program. I will provide an update on those partnerships at the meeting.

Americorps/NCCC:

Finally, I wanted to announce that Paratransit is proud to have been the recipient of a team of young adults from Americorps/NCCC. These seven young adults from across the Country signed up to dedicate their time to helping the public during this pandemic. Americorps is a nationwide program and we are honored to get to provide training and meaningful work for these participants. Americorps volunteers will be assisting us for 40 hours each week by serving as runners for Food Box and Great Plates deliveries. They will also assist with our holiday drive, pack boxes and participate in food distribution for the Food Bank and other assorted tasks. This group will be with us until December 1st and we have been approached about partnering with another agency (50/50) to take on a second set of volunteers from Dec 1- through late February. Training is a key part of this program and while with us, each participant will be provided sensitivity training on working with older adults and persons with disabilities. As many of them are from out of the area and rely on a team van for transportation, we are also putting them all through our Transportation Literacy program so that they can learn to navigate all of the public transportation options in Sacramento.



Riding for Tidings

Making Spirits Cozy & Bright

REQUESTED ITEMS:

Mittens

Knit Caps

Scarves

Blankets

Sweaters

Socks

Please, only new items in various adult sizes.

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For more information, contact Paratransit, Inc. CEO Tiffani Fink at tiffanif@paratransit.org



2020 has been a challenging year for so many of our friends and neighbors. Paratransit, Inc. has been fortunate enough to work with many great local service providers to help support local residents who need assistance such as the Great Plates Delivered program and boxed meal distributions with Sacramento Food Bank and Family Services while sheltering in place during COVID-19.

The team at Paratransit felt inspired to come up with a new means to help spread cheer during this holiday season. Riding for Tidings was created to collect items that will bring warmth and coziness right into the homes of local seniors who may be experiencing feelings of isolation and confinement during the pandemic.

From 9/28/20 - 11/30/20, we will be collecting donation items and delivering special care packages to area seniors in early December.



**Items for donation can be dropped off at
2501 Florin Road, Sacramento
between the hours of 9am - 4pm, Monday - Friday,
or at one of our partner sites which can be found at
ridingfortidings.org.**



Paratransit, Inc., the local leader in mobility management for the past 40 years, is coordinating this effort in partnership with Sacramento Food Bank & Family Services, Meals on Wheels, ACC Senior Services, City of Sacramento Office of Mayor Darrell Steinberg, Law Offices of Gregory D. Thatch, Duggan Law Corporation, Sloan Sakai Attorneys at Law



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 5B**

AGENDA TITLE: CHIEF FINANCIAL OFFICER'S REPORT

MEETING DATE: SEPTEMBER 21, 2020

PREPARED BY: LISA M CAPPELLARI, CHIEF FINANCIAL OFFICER

RECOMMENDED ACTION:

Receive and file the Chief Financial Officer's Report.

BACKGROUND AND DISCUSSION:

All financial and operating data are through June 2020.

- Rolling year (July 2019 to June 2020) trips provided decreased by 21.9%. Rolling year CTSA Partner trips were down by 106,671 or 26.1%. Rolling year CTSA Enhanced and Expanded trips were down by 2,759 or 3.4% and rolling year ADA trips were down 68,858 or 21.3%.
- Year-to-date (YTD) total trips provided decreased by 21.9% or 178,288 trips over June 2019 for a YTD total of 634,901. The YTD increase was driven by a 26.1% decrease in CTSA Partner trips, a 21.3% decrease in ADA trips, and a 3.4% decrease in CTSA Enhanced and Expanded trips..
- Overall YTD cost per trip provided was \$31.88. YTD CTSA cost per trip provided was \$9.87, and YTD ADA cost per trip provided was \$64.65.
- The YTD combined fare recovery ratio was 5.86%. The ADA fare recovery ratio was 5.78% and the Non-ADA fare recovery ratio was 5.87%. These ratios remain above the TDA-required minimum of 5%.
- The YTD on-time performance rate is 91.3%.

If you have any questions or comments about this Performance Report please contact me at 916-429-2009 ext.7234 or Lisac@paratransit.org.

FISCAL IMPACT:

None

ATTACHMENTS:

April 2020 Performance Report

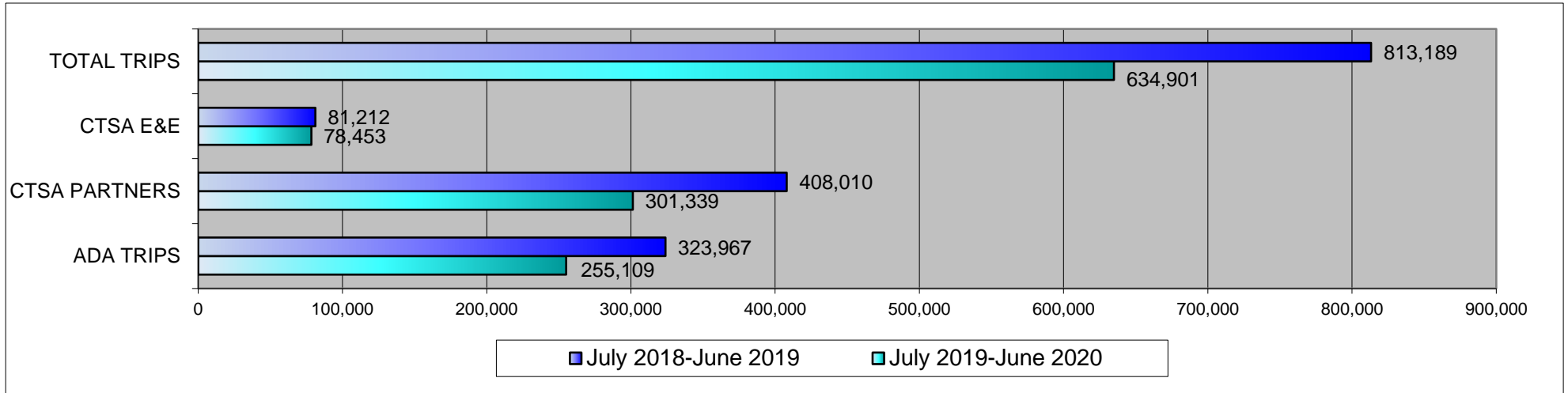
April 2020 Income Statement

April 2020 Balance Sheet

Paratransit, Inc.

June 2020 Performance Report

ROLLING YEAR TRIPS PROVIDED



July 2019-June 2020
Total Trips Provided
634,901

July 2019-June 2020
CTSA Partners
301,339
CTSA E&E
78,453

July 2019-June 2020
ADA Trips Provided
255,109

July 2018-June 2019
Total Trips Provided
813,189

July 2018-June 2019
CTSA Partners
408,010
CTSA E&E
81,212

July 2018-June 2019
ADA Trips Provided
323,967

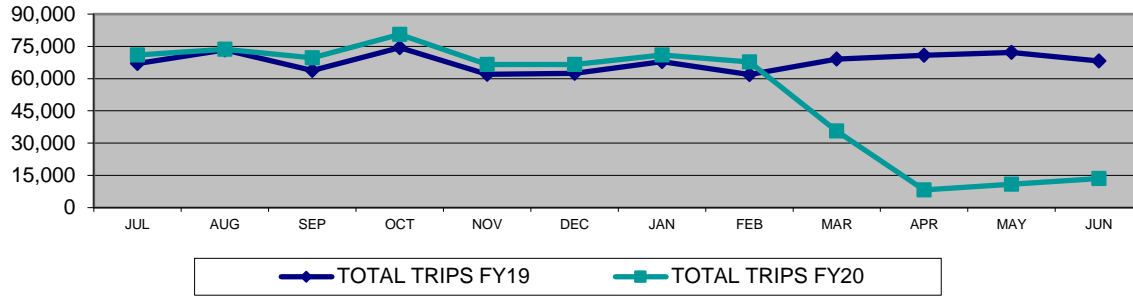
Change (178,288) (106,671) (2,759) (68,858)
Variance -21.9% -26.1% -3.4% -21.3%

	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019
Total Trips	66,965	73,397	63,776	74,408	62,030	62,493	67,948	61,886	69,119	70,858	72,156	68,153
CTSA Partners	33,060	37,126	30,490	37,378	29,629	29,965	34,903	31,150	35,017	36,595	37,255	35,442
CTSA E&E	6,743	7,113	6,682	7,477	6,445	6,644	6,582	6,158	6,893	6,854	6,900	6,721
ADA Trips	27,162	29,158	26,604	29,553	25,956	25,884	26,463	24,578	27,209	27,409	28,001	25,990

	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020
Total Trips	71,050	73,624	69,698	80,553	66,562	66,526	70,928	67,735	35,597	8,232	10,878	13,518
CTSA Partners	36,275	38,746	34,703	40,395	31,880	31,949	35,426	32,765	13,708	947	1,745	2,800
CTSA E&E	6,690	6,873	7,509	10,553	9,228	9,212	9,693	9,632	5,621	893	1,151	1,398
ADA Trips	28,085	28,005	27,486	29,605	25,454	25,365	25,809	25,338	16,268	6,392	7,982	9,320

Paratransit, Inc. June 2020 Performance Report

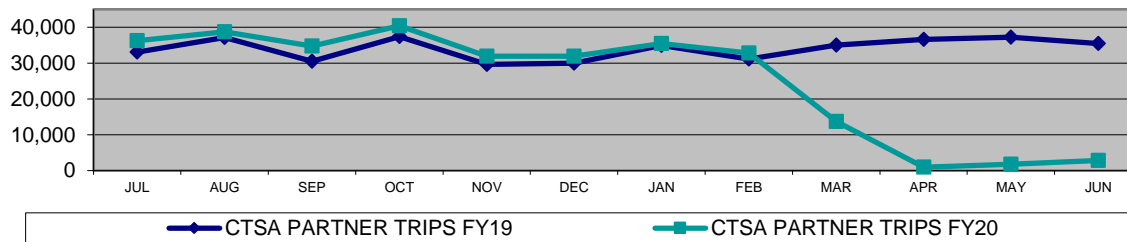
TOTAL TRIPS PROVIDED



<u>Total Trips</u>		JUN	YTD
FY20	Total Trips	13,518	634,901
FY19	Total Trips	68,153	813,189
Variance		(54,635) -80.2%	(178,288) -21.9%

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY19	66,965	73,397	63,776	74,408	62,030	62,493	67,948	61,886	69,119	70,858	72,156	68,153
FY20	71,050	73,624	69,698	80,553	66,562	66,526	70,928	67,735	35,597	8,232	10,878	13,513

CTSA PARTNER TRIPS PROVIDED

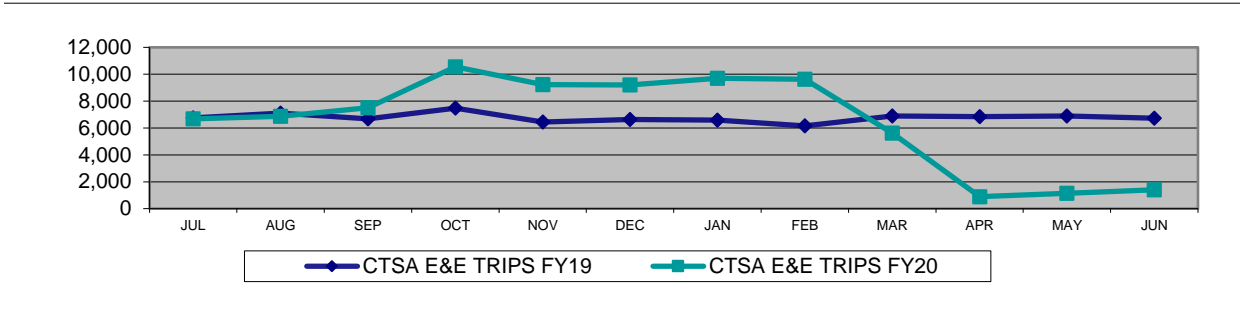


<u>CTSA Partner Trips</u>		JUN	YTD
FY20	CTSA Partner Trips	2,800	301,339
FY19	CTSA Partner Trips	35,442	408,010
Variance		(32,642) -92.1%	(106,671) -26.1%

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY19	33,060	37,126	30,490	37,378	29,629	29,965	34,903	31,150	35,017	36,595	37,255	35,442
FY20	36,275	38,746	34,703	40,395	31,880	31,949	35,426	32,765	13,708	947	1,745	2,795

Paratransit, Inc. June 2020 Performance Report

CTSA ENHANCED & EXPANDED TRIPS PROVIDED

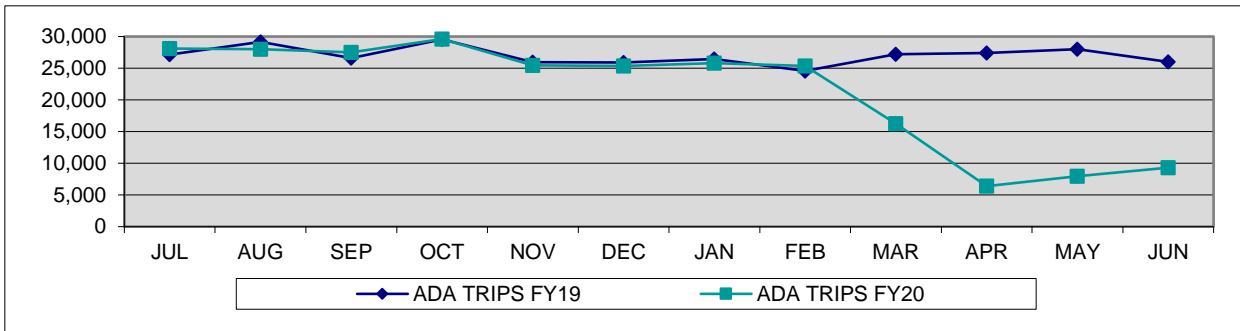


CTSA E&E Trips

		JUN	YTD
FY20	CTSA E&E Trips	1,398	78,453
FY19	CTSA E&E Trips	6,721	81,212
Variance		(5,323) -79.2%	(2,759) -3.4%

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY19	6,743	7,113	6,682	7,477	6,445	6,644	6,582	6,158	6,893	6,854	6,900	6,721
FY20	6,690	6,873	7,509	10,553	9,228	9,212	9,693	9,632	5,621	893	1,151	1,398

ADA TRIPS PROVIDED



ADA Trips

		JUN	YTD
FY20	ADA Trips	9,320	255,109
FY19	ADA Trips	25,990	323,967
Variance		(16,670) -64.1%	(68,858) -21.3%

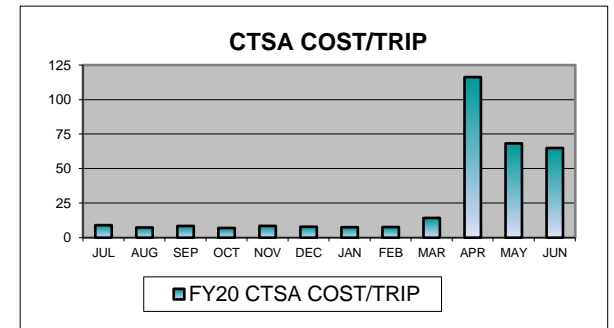
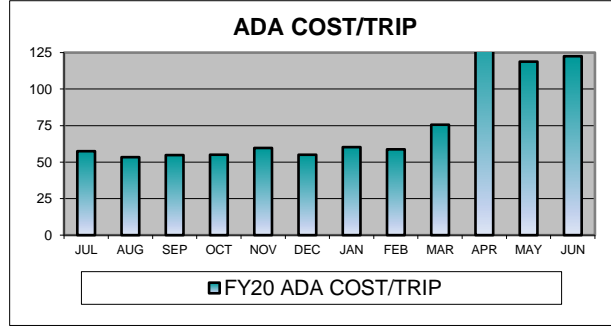
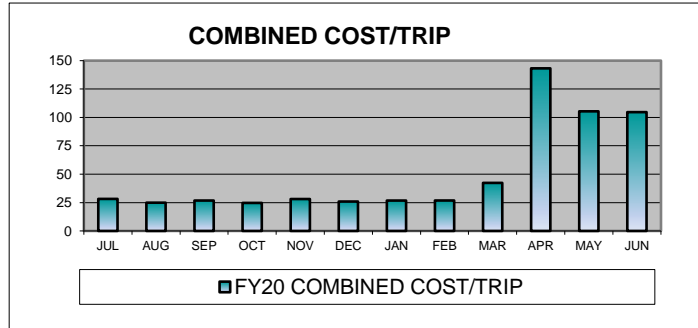
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY19	27,162	29,158	26,604	29,553	25,956	25,884	26,463	24,578	27,209	27,409	28,001	25,990
FY20	28,085	28,005	27,486	29,605	25,454	25,365	25,809	25,338	16,268	6,392	7,982	9,320

Paratransit, Inc. June 2020 Performance Report

COST PER TRIP

Cost per Trip

FY20	JUN	FY20 YTD
Combined	\$104.61	\$31.88



FY19	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Combined	\$26.08	\$24.51	\$27.00	\$25.09	\$28.47	\$29.43	\$26.70	\$26.42	\$26.39	\$25.63	\$26.54	\$26.60
CTSA Partners	\$8.77	\$7.69	\$9.24	\$8.27	\$9.68	\$10.02	\$8.22	\$8.42	\$8.65	\$7.98	\$8.21	\$8.92
ADA	\$51.45	\$50.01	\$51.82	\$50.62	\$54.60	\$56.87	\$55.68	\$53.74	\$53.72	\$53.59	\$55.46	\$55.29
CTSA E&E	\$3.37	\$2.82	\$3.31	\$3.18	\$3.67	\$3.36	\$2.91	\$3.06	\$3.23	\$2.88	\$2.97	\$3.32

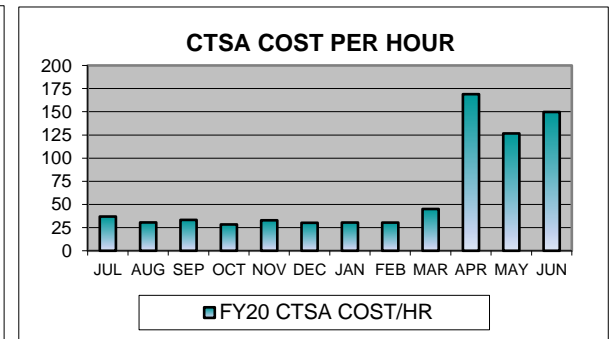
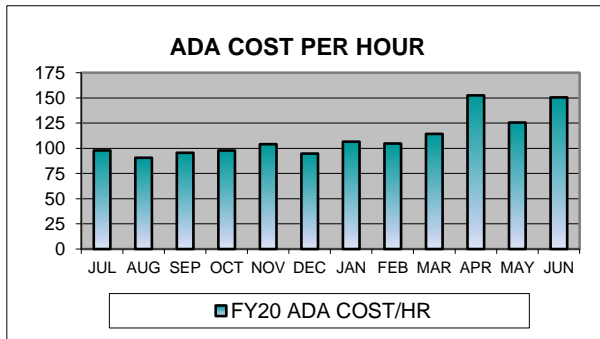
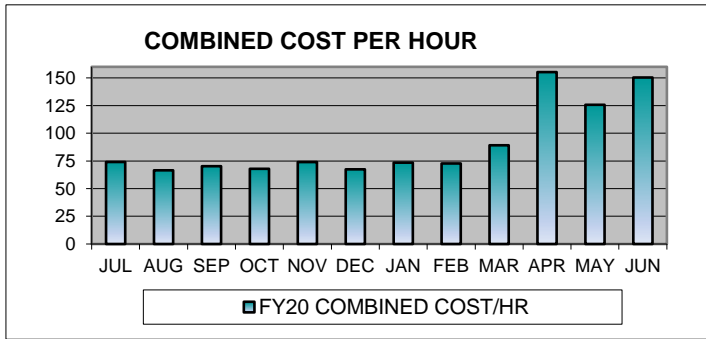
FY20	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Combined	\$28.21	\$24.89	\$26.77	\$24.68	\$28.10	\$25.89	\$26.75	\$26.80	\$42.32	\$143.21	\$105.36	\$104.65
CTSA Partners	\$9.08	\$7.38	\$8.50	\$7.03	\$8.54	\$7.92	\$7.58	\$7.70	\$14.30	\$116.29	\$68.26	\$64.92
ADA	\$57.49	\$53.39	\$54.82	\$55.07	\$59.70	\$55.05	\$60.27	\$58.76	\$75.62	\$150.97	\$118.81	\$122.52
CTSA E&E	\$3.61	\$2.44	\$2.84	\$2.39	\$2.42	\$2.40	\$2.52	\$2.34	\$5.12	\$83.58	\$35.35	\$36.36

Paratransit, Inc. June 2020 Performance Report

COST PER VEHICLE SERVICE HOUR

Cost per Vehicle Service Hour

FY20	JUN	FY20 YTD
Combined	\$150.28	\$79.36



FY19	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Combined	\$68.09	\$65.93	\$68.55	\$64.61	\$70.63	\$74.78	\$69.44	\$68.25	\$69.16	\$69.31	\$69.71	\$70.21
CTSA Partners	\$36.18	\$32.67	\$36.47	\$32.85	\$37.50	\$39.33	\$33.18	\$33.08	\$34.65	\$32.80	\$33.03	\$35.85
ADA	\$87.35	\$86.49	\$87.79	\$84.96	\$90.28	\$96.45	\$92.94	\$91.33	\$91.85	\$94.03	\$94.08	\$93.70
CTSA E&E	\$17.55	\$14.90	\$16.51	\$15.52	\$17.80	\$16.69	\$14.30	\$14.54	\$15.79	\$14.32	\$14.43	\$16.43

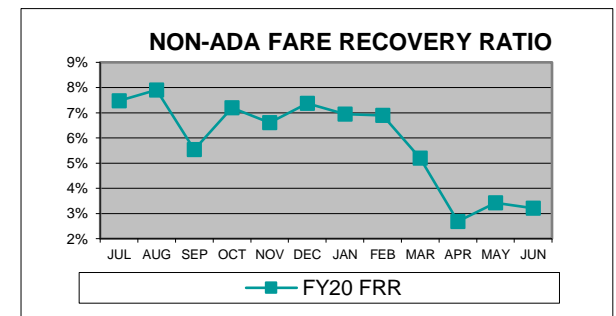
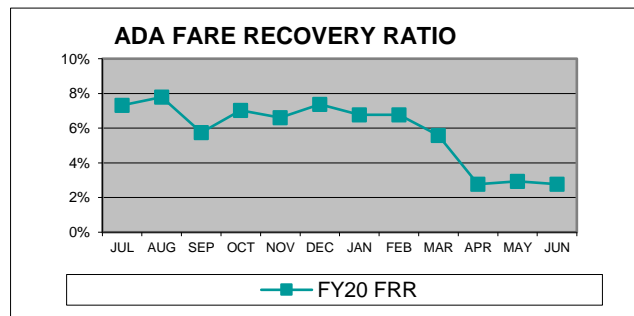
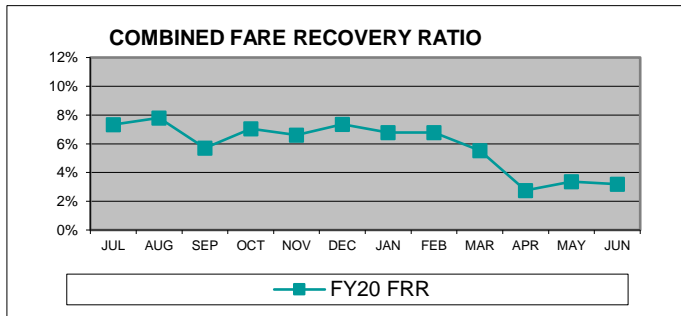
FY20	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Combined	\$74.07	\$66.54	\$70.26	\$67.90	\$74.00	\$67.43	\$73.46	\$72.73	\$89.16	\$155.24	\$125.72	\$150.36
CTSA Partners	\$36.91	\$30.55	\$33.29	\$28.39	\$32.87	\$30.17	\$30.45	\$30.39	\$45.06	\$169.00	\$126.62	\$149.78
ADA	\$97.85	\$90.59	\$95.52	\$97.80	\$104.07	\$94.74	\$106.54	\$104.74	\$114.27	\$152.49	\$125.53	\$150.50
CTSA E&E	\$17.85	\$12.28	\$13.64	\$11.54	\$11.35	\$11.18	\$12.23	\$11.17	\$19.92	\$207.21	\$130.15	\$148.59

Paratransit, Inc. June 2020 Performance Report

FARE RECOVERY RATIO

Fare Recovery Ratio

		JUN	YTD	TDA minimum
FY20	Total Fare Recovery	3.2%	7.3%	5.0%



FY20	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Combined	7.3%	7.8%	5.7%	7.1%	6.6%	7.4%	6.8%	6.8%	5.5%	2.8%	3.4%	3.2%
ADA	7.3%	7.8%	5.7%	7.0%	6.6%	7.4%	6.8%	6.8%	5.6%	2.8%	2.9%	2.8%
Non-ADA	7.5%	7.9%	5.5%	7.2%	6.6%	7.4%	6.9%	6.9%	5.2%	2.7%	3.4%	3.2%

**Paratransit, Inc.
June 2020 Performance Report**

TRANSPORTATION DEVELOPMENT ACT PERFORMANCE CRITERIA

Cost per Vehicle Service Mile		
FY20	JUN	YTD
Combined	\$8.90	\$4.86
CTSA	\$2.71	\$0.80
ADA	\$10.81	\$7.05

Trips Provided per 100 Vehicle Service Miles		
FY20	JUN	YTD
Combined	9	15
CTSA	7	23
ADA	9	11

Trips Provided per Vehicle Service Hour		
FY20	JUN	YTD
Combined	1.4	2.5
CTSA	4.1	4.7
ADA	1.2	1.6

DR On-Time Performance		
FY20	JUN	YTD
DR	95.07%	91.33%

PARATRANSIT, INC.
COMBINED BALANCE SHEET
6/30/2020
UNAUDITED

ASSETS

CURRENT ASSETS:	
Cash	3,591,280
Medical Annuity	238,174
Accounts Receivable	1,685,487
Grants Receivable	(5,034)
Inventory	89,426
Deposits and Prepaid Expenses	<u>497,114</u>
TOTAL CURRENT ASSETS	<u>6,096,446</u>
CAPITAL ASSETS:	
Grant Equipment	12,622,767
Non-Grant Equipment	10,238,107
Work in Progress	<u>-</u>
TOTAL COST	<u>22,860,874</u>
Less Accumulated Depreciation	<u>(13,398,598)</u>
Net Capital Assets	<u>9,462,275</u>
TOTAL ASSETS	<u><u>15,558,722</u></u>

LIABILITIES AND FUND BALANCE

CURRENT LIABILITIES	
Accounts Payable	273,966
Workers' Compensation Payable	(36,144)
Accrued Payroll & Benefits	305,053
Sales Tax Payable	(11,102)
Lease/Notes Payable	(53,199)
Unredeemed Bus Scrip	87,298
Deferred Revenue	114,507
Other Payables	<u>39,952</u>
TOTAL CURRENT LIABILITIES	<u>720,330</u>
LONG-TERM LIABILITIES:	
Long Term Liabilities	<u>4,188,356</u>
TOTAL LONG TERM LIABILITIES	<u>4,188,356</u>
TOTAL LIABILITIES	4,908,686
FUND EQUITY	
Contributed Capital	2,374,000
Restricted for lease collateral	-
Restricted for grant administration	251,174
Retained Earnings (Loss)	<u>8,024,861</u>
TOTAL FUND EQUITY	<u>10,650,035</u>
TOTAL LIABILITIES AND FUND BALANCE	<u><u>15,558,722</u></u>

PARATRANSIT, INC. - CONSOLIDATED
STATEMENT OF OPERATING REVENUE AND EXPENSE AS AT 6/30/2020

	MONTHLY BUDGET	MONTHLY ACTUAL	MONTHLY VARIANCE	YEARLY BUDGET	Y-T-D BUDGET	Y-T-D ACTUAL	Y-T-D \$ VARIANCE	Y-T-D % VARIANCE
REVENUE								

OPERATING REVENUE:								
Regional Transit	961,644	-	(961,644)	11,700,000	11,700,000	7,592,501	(4,107,499)	(35.11)
Measure A	478,613	929,977	451,364	5,823,122	5,823,122	6,783,462	960,340	16.49
TDA 4.5	230,662	191,471	(39,191)	2,806,393	2,806,393	2,695,642	(110,751)	(3.95)
Transportation Literacy (Civic Lab)	10,959	33,333	22,374	133,333	133,333	133,332	(1)	(0.00)
Paycheck Protection Program	-	-	-	-	-	1,990,000	1,990,000	-
Section 5307 - Regional Mobility Man	200,000	-	(200,000)	200,000	200,000	-	(200,000)	(100.00)
DR Bus Fares	134,683	57,093	(77,590)	1,638,648	1,638,648	1,179,444	(459,204)	(28.02)
Agency Bus Fares	87,857	105,037	17,180	1,068,922	1,068,922	1,575,244	506,322	47.37
Diversified Services	308,723	175,252	(133,471)	3,756,126	3,756,126	3,280,145	(475,981)	(12.67)
Applied to Capital Projects	(977,589)	(10,987)	966,601	(1,156,188)	(1,156,188)	(189,586)	966,601	(83.60)
TOTAL OPERATING REVENUE	1,435,552	1,481,176	45,624	25,970,356	25,970,356	25,040,183	(930,173)	(3.58)
CAPITAL REVENUE:								
Applied Operating Revenue	977,589	10,987	(966,601)	1,156,188	1,156,188	189,586	(966,601)	(83.60)
Gain/(Loss) on Sale of Assets	-	-	-	-	-	-	-	-
TOTAL CAPITAL REVENUE	977,589	10,987	(966,601)	1,156,188	1,156,188	187,986	(968,201)	(83.74)
TOTAL REVENUE	2,413,141	1,492,163	(920,977)	27,126,544	27,126,544	25,228,170	(1,898,374)	(7.00)

PARATRANSIT, INC. - CONSOLIDATED
STATEMENT OF OPERATING REVENUE AND EXPENSE AS AT 6/30/2020

	MONTHLY BUDGET	MONTHLY ACTUAL	MONTHLY VARIANCE	YEARLY BUDGET	Y-T-D BUDGET	Y-T-D ACTUAL	Y-T-D \$ VARIANCE	Y-T-D % VARIANCE
OPERATING EXPENSES								
PERSONNEL:								
Transportation Operations	588,786	505,323	(83,462)	7,163,557	7,163,557	6,593,546	(570,011)	(7.96)
Maintenance Operations	102,861	96,347	(6,514)	1,251,480	1,251,480	1,201,629	(49,852)	(3.98)
Administration	115,657	103,496	(12,161)	1,407,159	1,407,159	1,379,063	(28,096)	(2.00)
Diversified Services:								
Travel Training	34,516	21,961	(12,555)	419,940	419,940	404,129	(15,810)	(3.76)
Mobility Management	88,339	73,803	(14,535)	1,074,787	1,074,787	911,698	(163,089)	(15.17)
Destinations Mobility	-	-	-	-	-	-	-	-
Fringe Benefits	383,463	442,060	58,596	4,665,470	4,665,470	4,336,777	(328,693)	(7.05)
Workers' Compensation	52,556	31,581	(20,975)	639,432	639,432	429,538	(209,894)	(32.83)
TOTAL PERSONNEL	1,366,178	1,274,572	(91,606)	16,621,824	16,621,824	15,256,380	(1,365,444)	(8.21)
FLEET OPERATIONS:								
Fuel	178,531	76,166	(102,365)	2,172,127	2,172,127	1,742,727	(429,400)	(19.77)
Insurance	116,616	106,812	(9,804)	1,418,827	1,418,827	1,372,777	(46,050)	(3.25)
Cost of Parts & Sublet Service	61,643	24,670	(36,973)	749,990	749,990	549,191	(200,799)	(26.77)
TOTAL FLEET OPERATIONS	356,790	207,648	(149,142)	4,340,944	4,340,944	3,664,695	(676,249)	(15.58)
NONPERSONNEL:								
Professional Services	61,580	97,825	36,245	749,221	749,221	1,059,960	310,739	41.47
Outside Services	21,543	48,333	26,790	262,106	262,106	480,429	218,323	83.30
Rent/Repair	13,727	9,080	(4,647)	167,017	167,017	332,670	165,653	99.18
Office Expense	18,314	10,004	(8,310)	222,816	222,816	254,717	31,902	14.32
Interest Expense	10,216	10,094	(122)	124,290	124,290	128,646	4,356	3.50
Telephone/Utilities	20,900	21,675	775	254,283	254,283	252,009	(2,274)	(0.89)
Tax/License/Dues/Permits	7,397	3,478	(3,919)	89,993	89,993	123,506	33,513	37.24
Travel	11,303	628	(10,675)	137,521	137,521	102,430	(35,090)	(25.52)
Professional Development	2,752	299	(2,453)	33,482	33,482	30,705	(2,777)	(8.29)
Brokered Trans. Services	243,852	11,129	(232,723)	2,966,862	2,966,862	2,235,339	(731,523)	(24.66)
TOTAL NONPERSONNEL	411,583	212,544	(199,038)	5,007,589	5,007,589	5,000,411	(7,179)	(0.14)
TOTAL OPERATIONS EXPENSE	2,134,551	1,694,764	(439,786)	25,970,358	25,970,358	23,921,486	(2,048,872)	(7.89)
CAPITAL PROJECTS:								
Florin Road Facility	7,704	7,829	125	93,731	93,731	93,731	(0)	(0.00)
Simplivity Server Upgrade	-	-	-	-	-	-	-	-
Security Upgrades	-	71,476	71,476	-	-	71,476	71,476	-
Facility Reserve	526,526	-	(526,526)	526,526	526,526	-	(526,526)	(100.00)
Comp & Class Study	50,000	-	(50,000)	50,000	50,000	-	(50,000)	(100.00)
Auditorium Repairs	10,000	-	(10,000)	10,000	10,000	-	(10,000)	(100.00)
Facility Repairs	100,000	-	(100,000)	100,000	100,000	-	(100,000)	(100.00)
IT 4G Equipment & Cameras	100,000	-	(100,000)	100,000	100,000	-	(100,000)	(100.00)
Vehicle Acquisition Project	19,469	19,256	(213)	227,674	227,674	227,461	(213)	(0.09)
Office Furniture & Equipment	2,717	-	(2,717)	10,000	10,000	7,283	(2,717)	(27.17)
Network & Telecommunications	28,256	3,158	(25,098)	28,256	28,256	65,331	37,075	131.21
Maintenance Equipment	6,423	-	(6,423)	10,000	10,000	23,240	13,240	132.40
Miscellaneous Capital Projects	-	-	-	-	-	-	-	-
TOTAL CAPITAL PROJECTS	851,095	101,719	(749,376)	1,156,188	1,156,188	488,524	(667,664)	(57.75)
TOTAL OPERATING AND CAPITAL	2,985,645	1,796,483	(1,189,162)	27,126,545	27,126,545	24,410,009	(2,716,536)	(10.01)
NET INCOME (LOSS)	(572,505)	(304,320)	268,185	(1)	(1)	818,161	818,162	(63,918,896.63)

YTD Budget Surplus/(Deficit) 818,162 3%



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Fiscal Year 19/20 Budget versus Actuals



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FY20 Budget versus Actuals (in millions of dollars)

FY20 Revenue	Budget	Actual	\$ Difference	% Difference
Regional Transit	\$11.7	\$7.6	(\$4.1)	(35%)
Measure A & TDA	\$8.6	\$9.5	\$0.8	13%
Grants	\$0.3	\$0.1	(\$0.2)	100%
Fares	\$1.6	\$1.2	(\$0.5)	(28%)
Other	\$4.8	\$6.8	\$2	35%
Total Revenue	\$27.1	\$25.2	(\$1.9)	(7%)



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FY20 Budget versus Actuals (in millions of dollars)

FY20 Expense	Budget	Actual	\$ Difference	% Difference
Personnel	\$16.6	\$15.1	(\$1.5)	(8.8%)
Fleet Operations	\$4.3	\$3.7	(\$0.7)	(15.6%)
Non Personnel	\$5.0	\$5.0	(\$0.007)	(0.1%)
Capital Projects	\$1.1	\$0.5	(\$0.6)	(57%)
Total Expense	\$27.1	\$24.3	(\$2.8)	(10%)
Net Income	\$0	\$0.9		



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FY21 Programs



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Meal Delivery to Seniors

March 2020 to present

Program	Meals Delivered
*Great Plates – Sacramento	298,000
*Food Bank (432k lbs)	228,000
Family Meals	39,000
Great Plates – Elk Grove	24,300
*Broderick Roadhouse	20,600
Sac State, Crest Café	2,400
Total Meals	612,300

* On-going programs



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Outreach Calls

March – June 2020

- YMCA-affiliated seniors
- 13,800 calls
- Wellness Checks
- List of Resources



Sacramento Mobility Management

- Travel Training for seniors/disabled
 - 4 successful trainees in July, Aug
- Travel Training for youth
 - Bus, light rail, bike share, scooter
 - Apps
 - 21 successful trainees in July, Aug



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Massachusetts Bay Transportation Authority

- ADA Eligibility Certification
- Travel Training
- Software Support



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Social Service Agency Partners

- Insurance Reimbursement
- Maintenance
- Fuel Reimbursement
- Buses
- Driver support



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Maintenance

July 2020 to present

Work Orders	528
Labor Hours	1,242
Parts Cost	\$28,800
Total Cost	\$162,600



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Work Orders: July 2020-present

Vehicle Type	Work Orders
SacRT	213
Paratransit	199
CTSA Partners	23
Rental Fleet	5
Outside Agencies	88
Total Work Orders	528



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ADA Driver Training

- Via Van
- 2 training sites successfully completed
- Discussing a new training for October



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Accessible Vehicle Rental

- 8 accessible vehicles with ramps
- \$90,000 in rental income in FY20
- \$4,000 in rental income in July, August



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Contract Transportation

- Reimagined
- Moving caregivers to clients
- Moving food / prescriptions to clients
- Smaller groups of clients



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FY21 July Budget versus Actuals

(in thousands of dollars)

FY21 Revenue	Budget	Actual	\$ Difference	% Difference
Measure A	\$103.0	\$147.8	\$44.7	47%
TDA	\$60.7	\$59.9	(\$7.3)	(12%)
Grants	\$268.0	\$350.0	\$82.0	31%
Other	\$649.3	\$517.0	(\$143.2)	(49%)
Total Revenue	\$1,081	\$1,074	(\$6.1)	(0.6%)



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FY21 July Budget versus Actuals

(in thousands of dollars)

FY21 Expense	Budget	Actual	\$ Difference	% Difference
Personnel	\$751	\$741	(\$9.9)	(1%)
Fleet Operations	\$210	\$72	(\$137)	(66%)
Non Personnel	\$93	\$217	\$123	132%
Capital Projects	\$28	\$27	(\$0.2)	(0.7%)
Total Expense	\$1,081	\$1,057	(\$23.8)	(2%)
Net Income	\$0	\$18		



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 6A**

AGENDA TITLE: Approve the Minutes of the June 15, 2020 Board of Directors' Meeting

MEETING DATE: September 21, 2020

PREPARED BY: Chris M. Brown, SHRM-SCP, SPHR, Assistant Secretary of the Board

RECOMMENDED ACTION:

Approve the Minutes of the June 15, 2020, Board of Directors' Meeting.

MINUTES:

June 15, 2020
6:00 p.m.
Broadcast and Teleconference

Board Members Present:

Anna Fontus
Charlie Johnson
Scott Leventon
Mark Lonergan
Stephanie Nguyen
Molly Nugent
Vidhu Shekhar

Board Members Absent:

Pat Hume
Alice Kimble

Public Present:

Mike Barnbaum
Carol Morse
Jamie Adelman, SacRT
Laura Ham, SacRT

Carmen Alba, SacRT
Montessa Parker, SacRT
Dan Thao, SacRT

Staff Present:

Tiffani Fink, Chief Executive Officer
Dr. Lisa Cappellari, Chief Financial Officer
Mary Harding, Chief Operating Officer
Chris Brown, Chief Administrative Officer
Gary Vickers, Director of Operations
Jesse Isaacson, Director of Information Technology
Julio Diaz, Maintenance Manager
Amy Parkin, Operations and Training Manager
Jamila Lee, Human Resources Assistant Manager
Alicia Brown, Call Center Assistant Manager
Louise Friedlander, Mobility and Grants Program Manager
Michelle Salazar, Eligibility and Administration Specialist
Osman Mufti, Sloan Sakai Yeung & Wong LLP, Agency Counsel

Call To Order/Roll Call: Director Fontus called the meeting to order at 6:05 p.m.

Director Fontus, Hume, Johnson, Kimble, Leventon, Lonergan, Nguyen, Nugent, Shekhar

Pledge of Allegiance:

President Fontus opened the meeting by leading the Pledge of Allegiance.

PUBLIC COMMENT

Carol Morse stated she lives in Folsom and is dependent on Paratransit to get to medical appointments in Sacramento. She expressed concerns about extended ride times and some passengers not wearing masks. She asked if Paratransit could mitigate ride shares or install a barrier. CEO Tiffani Fink assured Ms. Morse that Paratransit is concerned about safety and while we cannot mandate that all passengers wear masks, we are minimizing shared rides and utilizing space for social distancing on the buses.

Mike Barnbaum stated he believes there are several transit agencies in California that require passengers to wear masks. Mr. Barnbaum also gave an update on the transition of services to SacRT GO effective June 28, 2020. He provided the phone number for reservations (916-321-2877, option 2) that passengers can start calling on June 26, 2020 for ride reservations on June 28, 2020.

CONSENT CALENDAR

The Consent Calendar was approved upon motion by Director Nguyen, seconded by Director Johnson. The motion passed unanimously.

A. Minutes of the May 18, 2020 Board of Directors' Meeting

The Minutes of the Board of Directors' Meeting held May 18, 2020 approved.

AYES: Fontus, Johnson, Leventon, Lonergan, Nguyen, Nugent, Shekhar

NOES: None

ABSENTIONS: None

ABSENT: Hume and Kimble

STAFF REPORTS

A. CEO Report

Chief Executive Officer Tiffani Fink provided an update Paratransit's efforts related to COVID-19 safety precautions and activities. At this time most staff have returned to the office due to increased ridership and to facilitate the transition of service to SacRT GO. There are safety measures in place, including temperature checks for all employees, wearing masks when unable to accommodate social distancing and increased cleaning of the facility.

Ms. Fink reported on the Paratransit Strong initiative. Paratransit continues to deliver food for the Sacramento Food bank and Family Services and is now partnering with the Cities of Sacramento and Elk Grove, in conjunction with UCP's transportation program, to deliver meals for the Great Plates Delivered program. Paratransit is also partnering with Yolo County Health and Human Services to deliver food in West Sacramento, Woodland and Davis, as well as the City of Sacramento and Broderick Roadhouse to deliver food to students at Sac State. To date over 250,000 meals have been delivered. In addition to delivering food, Paratransit is created and staffed a census call line for the County of Sacramento, is staffed a meal request line for the City of Sacramento's Great Plates program, and provided over 10,000 wellness calls to older adults for the City of Sacramento and the YMCA. CEO Fink thanked Mary Harding, Amy Parkin and Alicia Brown of Paratransit and Jim Kaiser of UCP for their dedication to these programs.

The transition of ADA and non-ADA service to SacRT is moving forward, and staff at both agencies are working tirelessly on the transition. CEO Fink thanked the maintenance staff for their efforts in preparing the SacRT owned fleet to be returned. The agencies are also working on the final logistics for the agreements on the lease of office space and parking as well as a vehicle maintenance contract for Paratransit to perform maintenance on SacRT vehicles located at Paratransit's facility. CEO Fink provided the dates and times of the virtual open houses for SacRT GO.

B. CFO Report

Chief Financial Officer Lisa Cappellari reported on financial and operational data through April 2020. Since May 2019, trips provided decreased by 6.8%. CTSA Partner trips are down by 7.4%, CTSA Enhanced and Expanded trips are up by 10.3%, and ADA trips are down by 10.4%. Year-to-date total trips decreased by 8.6%, the cost per trip is \$28.65, the fare recovery ratio is 6.6% and on-time performance is 91.0%.

Director Fontus asked if, other than COVID-19, are there are any other contributing factors to the decrease in trips. CFO Cappellari stated as far as she can tell the main reason for the decrease is COVID-19.

PRESENTATION OF THE FY 21 OPERATING AND CAPITAL BUDGET

A. Adopt Resolution 08-20 Adopting the Paratransit, Inc. Fiscal Year 2020-21 Operating and Capital Budget

CEO Fink presented the FY 21 Operating and Capital Budget. The draft budget was released at the May 18, 2020 Board of Directors Meeting. This budget reflects many of the organizational changes that will occur after the transition of services to SacRT GO and the new funding split resulting from the termination of the Four Party Agreement. The budget as presented in May totaled \$11,067,023. The final budget totals \$12,827,399, an increase of \$1,760,376. This increase is comprised of further refinement of the Measure A and TDA allocations, additional grant funding and carryover some state grant funding, Outside Services increased to reflect the contract in Wichita for eligibility and travel training services and the contract award notification from AC Transit (on behalf of AC Transit and BART) to operate their Paratransit Coordinator's Office for East Bay Paratransit,

and the contract with Sacramento Regional Transit District to provide the maintenance, cleaning and fueling for 50 SacRT Go buses.

CEO Fink advised that contracted services are beginning to resume, and Fiscal Year 2020 will end with a balanced budget. In addition, she noted that there are still some outstanding grant applications and proposals under consideration. None of those potential revenues are included in this budget. Staff will present the Board with an update at the September Board meeting on the budget projections to actual.

Director Johnson asked if the \$3.1 million in Federal Funds was from the CARES Act, and if so he wanted to confirm that it will not be carried over to the 21/22 budget unless we don't spend it all. CEO Fink confirmed it is CARES Act funds and we have preliminary numbers for replacement funds for FY 21/22 when CARES Act funds are no longer available.

Director Fontus moved to adopt the budget as is with the addition of a one-time bonus, not to exceed \$2000, for the CEO. The motion was seconded by Director Nugent, however, the vote was not completed as Director Nguyen was unable to hear the motion and asked for clarification, discussion and public comment. Director Fontus stated she was proposing to adopt the budget as is and extend the one-time bonus for staff to include the CEO. Mike Barnbaum stated it is a fair motion and sent a "thumbs up" via the chat feature. Director Fontus clarified in light of positive community engagement and feedback from SacRT she proposed to include a one-time \$2000 bonus for the CEO. Director Nguyen asked if this was included in the budget. CEO Fink explained there is a one-time bonus for non-bargaining unit staff, except the CEO, who were not identified for layoff in the FY 2020 budget. Director Lonergan confirmed the motion on the floor would provide the CEO with a one-time \$2000 bonus and would be in the FY 21 budget. Director Fontus asked if the proposed bonus would be a concern to the organization's financial stability, and CFO Cappellari confirmed the \$2000 is available in the budget for the one-time bonus without financial harm. Director Shekhar agreed this is a show of appreciation and should be a one-time bonus so as not to change the salary structure. CEO added there are 3% pay increases for non-bargaining unit staff, except the CEO, in the FY 21 budget and these raises are consistent with those being provided at other transit agencies, including SacRT, and are needed to attract and retain qualified staff. It was noted the bargaining unit employees receive pay increases in accordance with the negotiated agreement. Director

Lonergan said this is a great budget effort in the uncertain time and asked if the \$2000 was only incentive and there are not any other retention or recognition bonuses. CEO Fink said the incentives are a scale of up to \$2000, they are a one-time bonus that will occur prior to July 1st and is not an ongoing incentive or additional payments. Directors Lonergan and Nguyen expressed their appreciation for the explanation and requested a check-in on the status of the budget in three months. CEO confirmed there will be an update in September. Director Johnson agreed with a quarterly update given the uncertainty of the times. CEO Fink stated we are confirmed with our contracting agencies they are prepared to continue with our contracts and the revenues in the budget are based on these confirmations.

Director Fontus moved to adopt the budget as is with the addition of a one-time bonus, not to exceed \$2000, for the CEO. The motion was seconded by Director Nugent.

AYES: Fontus, Johnson, Leventon, Lonergan, Nguyen, Nugent, Shekhar

NOES: None

ABSENTIONS: None

ABSENT: Hume and Kimble

ACTION ITEMS

- A. Adopt Resolution 09-20 Authorizing the Chief Executive Officer (CEO) to Submit the Transportation Development Act (TDA) Claim for Fiscal Year 2020-21, And Further Authorizing Submittal of Subsequent Claims if Funding Revisions are Issued

CEO Fink noted this is normally a consent item, however, since the allocations don't match budget she explained SACOG allocates the funds and currently the only apportionment available is the initial apportionment. This resolution allows Paratransit to submit the initial claim and should the economy improve, an amended claim can be submitted up to the amount of subsequent apportionment.

Resolution 09-20 was approved upon motion by Director Lonergan, seconded by Director Nguyen.

AYES: Fontus, Johnson, Leventon, Lonergan, Nguyen, Nugent, Shekhar

NOES: None

ABSENTIONS: None

ABSENT: Hume and Kimble

- B. Adopt Resolution 10-20 Authorizing the Chief Executive Officer (CEO) to Submit an Application to the Massachusetts Department of Transportation (MassDOT) for Federal Transit Administration Section 5310 Funding for a Volunteer Driver Program and Mobility Mentor (Bus Buddy) Program in Boston, MA and Further Authorizing the CEO to Execute All Agreements, if Awarded

CEO Fink explained Paratransit has been working with the MBTA to add the Volunteer Driver and Bus Buddy programs to our existing services in Boston. These programs are similar to ones we have implemented in Spokane, WA, Honolulu, HI and various locations in California, and we have the capacity in our current Travel Training Program to administer these programs. However, the MBTA is unable to fund the programs within the current contract so a decision was made for Paratransit to apply for 5310 funding for the project.

Resolution 10-20 was approved upon motion by Director Nguyen, seconded by Director Lonergan.

AYES: Fontus, Johnson, Leventon, Lonergan, Nguyen, Nugent, Shekhar

NOES: None

- C. Adopt Resolution 11-20 Amending the Paratransit, Inc. By-Laws Related to Board Composition and Governance

CEO Fink explained there was an intent motion made at the May Board Meeting to amend the Paratransit, Inc. By-laws regarding Board Composition and Governance for this Board to directly appoint the existing Board members for a six month term through December 31, 2020. This amendment formally removes the appointing authorities who have withdrawn from the Four-Party Agreement. The other change included adding language to Section 5.0.1 that the Board composition will be at least five and no more than nine members which is the benchmark determined by the AdHoc Committee. This would give the AdHoc Committee the flexibility to determine whether to seat have five, seven or nine Board members for the longer three-year terms. All members of the AdHoc have interest in continuing to serve on the Committee and will resume meeting in July after the service

transition is completed. The recommendation is to have the AdHoc Committee continue working on governance and the Executive Committee work on the outline of the business plan and bring these items to the Board in September for more in-depth discussion. Should the Board agree with the AdHoc Committee's recommendation on composition and criteria, the process for nominations would be opened and recommendations for appointments would be made in November in keeping with the Board adopted timelines.

Resolution 110-20 was approved upon motion by Director Nguyen, seconded by Director Fontus.

AYES: Fontus, Johnson, Leventon, Lonergan, Nguyen, Nugent, Shekhar

NOES: None

ABSENTIONS: None

ABSENT: Hume and Kimble

BOARD COMMENTS/REPORTS/FUTURE AGENDA ITEMS

Director Shekhar asked CFO Cappellari for a budget to actual on a monthly basis or whenever the Board meets. CFO Cappellari includes an Income Statement in the Board Packet that includes a month-to-date budget and a year-to date actual. Director Shekhar asked this be included with the metrics in the financial presentation.

Director Shekhar has heard multiple times there are a number of employees who are making minimum wage. Given the major organizational transition, he requested a compensation survey be completed and sent directly to the Board for discussion and to assist in the business plan development. CEO Fink said this was not completed last year due to the transition of service. We now have an organizational chart and job titles reflecting staff responsibilities post-transition, so staff has the materials needed for a meaningful review.

Director Johnson commented the development of the Board structure and composition is dependent on development of the business plan. Rather than having the Executive Committee develop the business plan, he proposed a separate committee with of one or two of the members of the AdHoc Committee to develop the business plan codifying the areas where Paratransit is moving forward, and bring this to the Board in September. Director Fontus stated the Executive Committee is not completing the business plan, but bring a plan with the pillars of future business to the Board

for engagement and amendments in September to allow time for the Board to work on it before expiration of the Board terms in December. CEO Fink shared there is an overlap of two members on the Executive and AdHoc Committees, and as the Executive Committee is a standing committee the meetings are agendaized and all Board members may attend. She also stated the range in the number of Board members is designed to provide flexibility based on opportunities for business development since these two issues are interconnected. Director Johnson is not sure how these can run parallel. CEO Fink shared there is a plan for services in the existing budget and we are looking at a business plan for areas of growth. Director Fontus asked for confirmation that all Board members can participate in the Executive Committee, but only officers can vote. CEO Fink confirmed that is correct and added that the meetings are not regularly-scheduled but are posted on the website and she will make sure to notify all Board members when a meeting is scheduled. She stated having the Executive Committee develop the business plan makes it a transparent process as it allows all Board members to participate whereas an AdHoc committee would not. CEO Fink stated she would provide a history of the organization's growth, including the growth in contracted services. Director Johnson believes there is growth potential in Sacramento and other areas for Paratransit.

ADJOURNMENT

Director Fontus announced the meeting adjourned at 7:46 p.m.

Chris M. Brown, SHRM-SCP, SPHR
Assistant Secretary to the Board of Directors

Date



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 6B**

AGENDA TITLE: Adopt Resolution 12-20 Authorizing the Chief Executive Officer to Negotiate and Execute the Second Amendment to the Agreement with Runyon Saltzman, Inc. (RSE) for Comprehensive Communications and Media Strategies work increasing the value of the Agreement by \$100,000 for a new total, not to exceed \$200,000

MEETING DATE: September 21, 2020

PREPARED BY: Tiffani M. Fink, Chief Executive Officer

RECOMMENDED ACTION:

Adopt Resolution 12-20 authorizing the Chief Executive Officer (CEO) to negotiate and execute the second amendment to the Agreement with Runyon Saltzman, Inc. for Comprehensive Communications and Media Strategies work increasing the value of the Agreement by \$100,000 for a new total, not to exceed \$100,000.

BACKGROUND AND DISCUSSION:

Paratransit had historically kept branding, marketing and outreach coordination services to a minimum and mainly performed them in house. Previously all social media was limited to Destinations Mobility and was even limited in that case. Over the past year, staff has worked closely with RSE to strengthen the identity of Paratransit in the community. In late Summer 2019, the Chief Executive Officer undertook a procurement for comprehensive communications and media strategies work. Three cost quotes were received for this work and Runyon Saltzman, Inc. presented the most favorable proposal for Paratransit. To date, staff has been very happy

with the work provided by Runyon Saltzman, their responsiveness, and the ease of working with the staff dedicated to this work.

While the initial year focused on updating and re-establishing our name in the Community, modernizing our outreach materials and bringing forth a social media presence, the second year of the Agreement is set to build upon those successes. The main focus for the upcoming year will be to maintain the gains in outreach and develop and deliver new marketing materials for our maintenance, mobility and rental van services. This focus is tied to the expansion of these programs identified in the budget and in the business development plan. Additionally, expanded media work was included in the recent extension of the Boston Mobility Training contract and RSE will be assisting in meeting those deliverables.

The current contract was awarded with an amount not to exceed \$100,000. Staff is requesting to amend the contract by an additional \$100,000 to increase the value of the Agreement, not to exceed \$200,000.

FISCAL IMPACT:

Paratransit has included the cost for these services in the FY 21 budget. These funds are in the professional services line item.

ATTACHMENTS:

1. Resolution 12-20



RESOLUTION NO. 12-20

AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE THE SECOND AMENDMENT TO THE AGREEMENT WITH RUNYON SALTZMAN, INC (RSE) FOR COMPREHENSIVE COMMUNICATIONS AND MEDIA STRATEGIES WORK INCREASING THE VALUE OF THE AGREEMENT BY \$100,000 FOR A NEW TOTAL AGREEMENT, NOT TO EXCEED \$200,000

WHEREAS, in the past all marketing, educational and outreach materials were primarily created in house; and

WHEREAS, with the exception of Destinations Mobility, Paratransit, Inc had limited to no social media outreach; and

WHEREAS, as Paratransit, Inc engaged RSE last year to conduct comprehensive marketing and communications services; and

WHEREAS, staff has been extremely satisfied with the work provided by RSE to date and Paratransit wishes to expand their services to focus on marketing for our maintenance, mobility and transportation services; and

WHEREAS, under the current contract the budget allocation requires an addition of \$100,000 in funding to cover expenses for the upcoming year.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Paratransit, Inc. adopts Resolution 12-20 authorizing the Chief Executive Officer to negotiate and execute a second amendment to the Agreement with Runyon Saltzman, Inc (RSE) for Comprehensive Communications and Media Strategies work increasing the value of the Agreement by \$100,000 for a new total agreement, in an amount not to exceed \$200,000.

Anna Fontus, President
Paratransit, Inc., Board of Directors
Dated: September 21, 2020



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 6C**

AGENDA TITLE: Adopt Resolution 13-20 Authorizing the Chief Executive Officer to Execute an Agreement with Trapeze for expanded modules for PASS-Web in an amount not to exceed \$70,000

MEETING DATE: September 21, 2020

PREPARED BY: Tiffani M. Fink, Chief Executive Officer

RECOMMENDED ACTION:

Adopt Resolution 13-20 Authorizing the Chief Executive Officer to Execute an Agreement with Trapeze for expanded modules for PASS-Web in an amount not to exceed \$65,000.

BACKGROUND AND DISCUSSION:

Paratransit, Inc. has long invested in and currently utilizes the Trapeze Pass system to schedule, dispatch and administer our fleet and all contract transportation and food delivery trips. A full service software company, the Trapeze system was expanded in 2017 through grant funds to include our maintenance and capital asset programs. Last year, Paratransit added on-line reservation capabilities for our passengers. With the transition away from providing ADA and non-ADA trips which are scheduled primarily on a one by one basis to a transportation system which interacts more with caregivers and social service agencies and therefore has the need to schedule and administer multiple client profiles, staff is recommending an upgrade to the PASS-Web system.

PASS-WebCare is specifically designed to meet the needs of our social service agency clients. In the traditional PASS-Web environment, each individual has their own unique ID and client file and should a case worker wish to book or manage trips for more than one person they would need to not only keep a listing of each person's unique log in information, they would actually have to log in separately for each client. By upgrading to PASS-WebCare the system will link users to case workers and case workers are assigned a log-in that allows them to manage all clients identified under their profile. This especially of use to our Alta Regional Center case managers who manage numerous clients. Another advantage of PASS-WebCare is that it removes the need to have the call center involved to move standing rides. In this era of COVID-19, transportation is changing shape with clients moving between different locations, in different cohorts, and it is expected that this will continue to be the case for quite some time. Allowing the caregiver to manager and change the locations and times for blocks of clients, also transitions the update of information from our schedulers to the case manager, which should reduce any chance of error.

FISCAL IMPACT:

The cost for these services is not included in the FY 21 budget however, they were included in the FY 20 budget. Due to COVID uncertainties staff delayed bringing this item forward until we were able to see how the fiscal year ended and get preliminary numbers on FY 21 performance. Staff is requesting to re-allocate some of the carry-over revenue to purchase this module at this time.

ATTACHMENTS:

1. Resolution 13-20



RESOLUTION NO. 13-20
AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXECUTE AN
AGREEMENT WITH TRAPEZE FOR EXPANDED MODULES FOR PASS-
WEB IN AN AMOUNT NOT TO EXCEED \$70,000

WHEREAS, Paratransit, Inc. has made a significant investment in PASS and PASS-Web to provide scheduling service; and

WHEREAS, the initial development of PASS-Web was pre-transition of ADA and non-ADA service to SacRT; and

WHEREAS, that development interacted largely one on one with clients; and

WHEREAS, Paratransit's current transportation services largely service social service agencies who employ case workers responsible for coordination of services for multiple clients; and

WHEREAS, to maximize the efficiencies in booking trips for both Paratransit and for the case workers, implementation of the PASS-WebCare module to allow expanded client management is recommended.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Paratransit, Inc. adopts Resolution 13-20 authorizing the Chief Executive Officer to execute an agreement with Trapeze for expanded modules for PASS-WEB in an amount not to exceed \$70,000.

Anna Fontus, President
Paratransit, Inc., Board of Directors
Dated: September 21, 2020



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 7A**

AGENDA TITLE: Adopt Resolution 14-20 Authorizing the Chief Executive Officer (CEO) and Chief Financial Officer (CFO) to enter into an expanded Banking Agreement with Five Star Bank to move all banking services to Five Star Bank from Wells Fargo Bank and further authorizing the CEO and CFO to re-finance the Mortgage and Property loans to transition them to Five Star Bank and to execute all agreements necessary to complete these financial transactions

MEETING DATE: September 21, 2020

PREPARED BY: Tiffani M. Fink, Chief Executive Officer

RECOMMENDED ACTION:

Adopt Resolution 14-20 Authorizing the Chief Executive Officer (CEO) and Chief Financial Officer (CFO) to enter into an expanded Banking Agreement with Five Star Bank to move all banking services to Five Star Bank from Wells Fargo Bank and further authorizing the CEO and CFO to re-finance the Mortgage and Property loans to transition them to Five Star bank and to execute all agreements necessary to complete these financial transactions.

BACKGROUND AND DISCUSSION:

Paratransit, Inc. currently receives our banking services from Wells Fargo Bank. These services include credit cards, mortgage, vehicle loan, checking, savings, check disbursement and other affiliated programs. In addition, Paratransit, Inc. has historically held a \$1 million Line of Credit from Wells Fargo. Wells Fargo Bank has been undergoing major structural changes within the bank and locally, the most notable change was the retirement of our dedicated corporate banker. With the loss of this

relationship, we were transferred to a new banker who did not know the back story to our decision to end the ADA Agreement. That combined with the current fiscal challenges at the bank, led to Wells Fargo only offering to renew our existing \$1 million Line of Credit at \$500,000.

Earlier this year, Paratransit had also experienced difficulties with Wells Fargo Bank when trying to secure a Payment Protection Plan loan. Wells Fargo was unable to assist us, however Five Star Bank was immediately able to assist and we were able to apply, be awarded and fund a loan within a short period of time. Five Star Bank provided hands on assistance and has been engaged in our activities and provided guidance through COVID. Based on this excellent experience and their added local staffing (offering unique perspective on what is important in Sacramento and how Paratransit is a value to the community), staff decided to reach out to Five Star Bank and see what they might offer. Five Star Bank responded with an offer to provide the entire \$1 million Line of Credit. However, there was a snag. The loan agreements with Wells Fargo Bank require all traditional banking (so other than the PPP) to be done through Wells Fargo. Five Star Bank responded with the offer included as Attachment 1 to this staff report. They have agreed to transition all of our banking services to them, cover our legal costs to close the existing Agreements and reimburse us the pre-payment penalties. They will offer the same terms and will retain the same maturity date. James Beckwith and Krista Snelling will be at the Board Meeting to answer questions and provide an overview of how this transition would occur.

FISCAL IMPACT:

The result of this transfer will end up with a net neutral impact to the budget. While Paratransit, Inc. will be required to cover legal costs to termination the existing loan agreements with Wells Fargo Bank and the pre-payment penalties on both loans, Five Star Bank has offered to reimburse all expenses incurred for these activities with an end result of no additional out of pocket expense. In addition, Five Star Bank has offered to sustain our existing \$1 million Line of Credit which will provide an added level of financial security, over the reduce \$500,000 limit offered by Wells Fargo Bank.

ATTACHMENTS:

1. Proposal from Five Star Bank
2. Resolution 14-20



September 10, 2020

Tiffani Fink, Chief Executive Officer
Lisa Cappellari, Chief Financial Officer
Paratransit Inc.
2501 Florin Road
Sacramento, CA 95822

RE: Banking Relationship

Dear Mss. Fink and Cappellari:

Thank you for providing Five Star Bank (Bank) with the opportunity to extend this Expression of Interest relative to your financing and banking needs. This Expression of Interest letter outlines the Bank's general terms of our business financing and banking program as they would pertain to this exciting opportunity. Approval of the terms contained herein for all lending is subject to final underwriting, due diligence, and approval by the Bank's Loan Committee.

We believe that you deserve nothing less than outstanding customer service, reliability, security, competitive pricing, efficient means of managing all accounts electronically, and direct access to an executive team of qualified banking professionals and personnel who are knowledgeable with all of your business practices.

Based upon the discussions with you to date, we propose the following terms for lending and depository services –

Lending Services

Mortgage Loan: Refinance existing mortgage loan (approximately \$2,000,000) on your headquarters and administrative offices (2501 Florin Road and 7141 Woodbine Avenue, both in Sacramento, CA) in the form of California Enterprise Development Authority Tax-Exempt Revenue Bonds with a term equal to the remaining term on the existing mortgage loan (maturity date of September 1, 2037). The rate on the refinance will also be the same as the existing mortgage loan (fixed at 3.66% but subject to change upon changes in the maximum Federal corporate tax rate). Collateral to match existing mortgage loan. Bank will reimburse you for any prepayment premium (3% of principal outstanding) incurred when terminating the existing mortgage loan.



Equipment Loan: Refinance existing equipment loan (approximately \$1,000,000) in the form of California Enterprise Development Authority Tax-Exempt Revenue Bonds with a term equal to the remaining term on the existing equipment loan (maturity date of October 1, 2024). The rate on the refinance will also be the same as the existing equipment loan (fixed at 3.22% but subject to change upon changes in the maximum Federal corporate tax rate). Collateral to match existing equipment loan (fifteen vehicles). Bank will reimburse you for any prepayment premium (3% of principal outstanding) incurred when terminating the existing equipment loan.

Line of Credit: Refinance \$1,000,000 line of credit on comparable terms to existing line of credit (rate, maturity, collateral, etc. to existing line).

Credit Cards: Refinance existing corporate credit cards on comparable terms to existing credit cards.

Fees: No fees paid to Bank. Bank will pay for all legal costs related to document preparation for these loans.

Depository Services

Banking: All business banking accounts shall be maintained at Bank. Services to be offered at zero fees are:

- Online and mobile banking
- Domestic and international wires
- Positive pay
- ACH origination
- Stop payments
- Funds transfers
- Integrated payables

Please be advised that this Expression of Interest does not constitute a commitment by Bank to fund the requested loans as the Bank has not completed the due diligence required to submit a loan for approval to the Bank's Loan Committee. To submit the loan request for approval, a complete package of financial information from the Borrower must be received by the Bank.

This opportunity is very significant to our Bank, and as always we take every measure possible to ensure mutual success. As I have previously mentioned, I would personally handle the entire banking transition, and provide appropriate designated backup personnel as well. Our team is team is geared up and ready to work with you!



James Beckwith, Five Star Bank's Chief Executive Officer, and I are humbled and honored to present our proposal at your board meeting on September 21. My direct telephone line is (916) 802-9639, and my email address is ksnelling@fivestarb.com

Best regards,

A handwritten signature in black ink that reads "Krista Snelling".

Krista Snelling
Executive Vice President
Chief Operating Officer
Chief Financial Officer



RESOLUTION NO. 14-20

AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) AND CHIEF FINANCIAL OFFICER (CFO) TO ENTER INTO AN EXPANDED BANKING AGREEMENT WITH FIVE STAR BANK TO MOVE ALL BANKING SERVICES TO FIVE STAR BANK FROM WELLS FARGO BANK AND FURTHER AUTHORIZING THE CEO AND CFO TO RE-FINANCE THE MORTGAGE AND PROPERTY LOANS TO TRANSITION THEM TO FIVE STAR BANK AND TO EXECUTE ALL AGREEMENTS NECESSARY TO COMPLETE THESE FINANCIAL TRANSACTIONS

WHEREAS, in the past all banking services had been provided by Wells Fargo Bank; and

WHEREAS, with recent changes in banking and at Paratransit it became advantageous to Paratransit to consider other banking options; and

WHEREAS, Five Star Bank is a locally owned and operated bank serving many of the regions civic and non-profit organizations; and

WHEREAS, Five Star Bank is committed to the programs and services provided by Paratransit and understands our role in the Community; and

WHEREAS, Five Star has the technical and financial offerings needed to allow Paratransit to meet our financial need and has further agreed to meet our existing \$1 million Line of Credit, mortgage, loan and banking conditions and terms and has authorized reimbursement of all loan pre-payment penalties and legal fees to facilitate transition of banking services to Five Star Bank.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Paratransit, Inc. adopts Resolution 14-20 authorizing the Chief Executive Officer (CEO) and Chief Financial Officer (CFO) to enter into an expanded banking agreement with Five Star Bank to move all banking services to Five Star Bank from Wells Fargo Bank and further authorizing the CEO and CFO to re-finance the mortgage and property loans to transition them to Five Star Bank and to execute all agreements necessary to complete these financial transactions.

Anna Fontus, President

Paratransit, Inc., Board of Directors
Dated: September 21, 2020



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 7B**

AGENDA TITLE: Adopt Resolution 15-20 Authorizing the Chief Executive Officer (CEO) to Negotiate and Execute a CTSA and General Partnership Agreement with Meals on Wheels by ACC.

MEETING DATE: September 21, 2020

PREPARED BY: Tiffani M. Fink, Chief Executive Officer

RECOMMENDED ACTION:

Adopt Resolution 15-20 authorizing the Chief Executive Officer (CEO) to Negotiate and Execute a CTSA and General Partnership Agreement with Meals on Wheels by ACC.

BACKGROUND AND DISCUSSION:

Paratransit, Inc. is the oldest and longest continually operating Consolidated Transportation Services Agency (CTSA) in the State of California, with the legislation enacted in the Mills-Alquist-Deddeh Act (TDA) modeled after Paratransit. One of the largest keys to our success as a CTSA has been our substantial community partnerships with other social services agencies, and Paratransit sustaining this work was a key element of the transition plan. Historically Paratransit has had nine (9) partner agencies, although there has been the desire to expand these services. Currently, Paratransit has seen long-time partner Health-For-All cease from the partner agreement as were absorbed into a for-profit organization and no longer meet the criteria for eligibility. This loss has opened up the opportunity to offer an agreement to a new partner agency.

Paratransit has collaborated with ACC Senior Services (formerly Asian Community Center) and ACC has been a CTSA partner for decades. Within the ACC structure, there are actually two separate non-profits that coordinate together. Paratransit has historically supported the ACC rides program under the main non-profit structure and ACC Rides has then assisted Meals on Wheels by ACC. With the pandemic and the increased need to link food to seniors, this connection has grown even stronger. With Paratransit's expanded work in food access, we have begun collaborating independently with both ACC and Meals on Wheels by ACC.

The Agreement proposed would be a mutual benefit agreement. Paratransit would be able to assist with offset of some maintenance and fueling costs through our partnership funding. In addition, this Agreement would allow Meals on Wheels to contract work to Paratransit for meal delivery to assist when they are short on drivers (whether due to pandemic, seasonal flu, fires, etc). Additionally, Paratransit is in discussions with Meals on Wheels regarding the possibility of providing contracted maintenance support services. As Senior Nutrition services are integrally tied with transportation, and with the existing coordination in place with ACC, staff recommends expanding our partnership to add Meals on Wheels by ACC.

FISCAL IMPACT:

All CTSA activities can be accommodated within the existing budget. Cost for services such as providing services and maintenance would be offset by revenues received under the Agreement.

ATTACHMENTS:

1. Resolution 15-20



**RESOLUTION NO. 15-20
AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO
NEGOTIATE AND EXECUTE A CTSA AND GENERAL PARTNERSHIP
AGREEMENT WITH MEALS ON WHEELS BY ACC**

WHEREAS, Paratransit, Inc. has collaborated with ACC Senior Services (formerly Asian Community Center) and ACC has been a CTSA partner for decades;

WHEREAS, within the ACC structure there are two separate non-profits (ACC Rides and Meals on Wheels by ACC) that coordinate together;

WHEREAS, Paratransit has historically supported the ACC rides program under the main non-profit structure and ACC Rides has then assisted Meals on Wheels by ACC;

WHEREAS, Paratransit's expanded work in food access during the COVID-19 pandemic has created independent collaboration with both ACC and Meals on Wheels by ACC;

WHEREAS, this agreement will be a mutual benefit agreement allowing Paratransit to offset some maintenance and fueling costs through partnership funding and allow Meals on Wheels to contact work to Paratransit for meal delivery when needed; and

WHEREAS, Paratransit is in discussions with Meals on Wheels to provided contracted maintenance services; and

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of Paratransit, Inc. adopts Resolution 15-20 authorizing Paratransit's Chief Executive Officer to negotiate and execute on behalf of Paratransit, Inc. a CTSA and General Partnership Agreement with Meals on Wheels by ACC.

Anna Fontus, President
Paratransit, Inc., Board of Directors
Dated: September 21, 2020



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 7C**

AGENDA TITLE: Adopt Resolution 16-20 Authorizing the Chief Executive Officer (CEO) to Negotiate and Execute a CTSA and General Partnership Agreement with Sacramento Food Bank and Family Services

MEETING DATE: September 21, 2020

PREPARED BY: Tiffani M. Fink, Chief Executive Officer

RECOMMENDED ACTION:

Adopt Resolution 16-20 authorizing the Chief Executive Officer (CEO) to Negotiate and Execute a CTSA and General Partnership Agreement with Sacramento Food Bank and Family Services

BACKGROUND AND DISCUSSION:

Paratransit, Inc. is the oldest and longest continually operating Consolidated Transportation Services Agency (CTSA) in the State of California, with the legislation enacted in the Mills-Alquist-Deddeh Act (TDA) modeled after Paratransit. One of the largest keys to our success as a CTSA has been our substantial community partnerships with other social services agencies, and Paratransit sustaining this work was a key element of the transition plan. Historically Paratransit has had nine (9) partner agencies, although there has been the desire to expand these services. With the pandemic the need to coordinate the transportation of food and services to Seniors has been identified as one of the community's key concerns. Senior Nutrition program and transit/transportation have long been linked as one of the key

destinations older transit dependent adults access are food supply locations, whether that is food distribution or meal program sites..

Paratransit has been providing the Senior Meal Box deliveries since April and has committed to continue this service through the pandemic. The Agreement proposed would be a mutual benefit agreement. The Sacramento Food Bank has identified the need to expand Senior food programs moving forward, even post pandemic and discussions have begun between the two agencies on ways to develop a long-term program to meet this need. This agreement would allow Paratransit to track and provide support for the transportation activities currently underway. In addition, the Agreement would authorize and allow to develop and pursue funding to establish, implement and deliver potential new programs with the SFBFS (and their affiliate food banks). SFBFS has access to additional funding streams to fund the potential costs Paratransit may incur and a partnership Agreement would allow joint pursuit and management of these potential private foundation grants and other human service revenues.

As an added benefit, any additional support programs which reduce the need for Seniors to have to make additional ADA and non-ADA trips to sustain basic needs, allows the re-allocation of the Senior's budgets to purchase fare media for ADA and non-ADA trips to access other key destinations, medical visits and life sustaining services.

FISCAL IMPACT:

All CTSA activities can be accommodated within the existing budget. Cost for services such as providing services and maintenance would be offset by revenues received under the Agreement.

ATTACHMENTS:

1. Resolution 16-20



**RESOLUTION NO. 16-20
AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO
NEGOTIATE AND EXECUTE A CTSA AND GENERAL PARTNERSHIP
AGREEMENT WITH SACRAMENTO FOOD BANK AND FAMILY
SERVICES (SFBFS)**

WHEREAS, Paratransit, Inc. has collaborated with Sacramento Food Bank and Family Services (SFBFS) during the COVID-19 pandemic;

WHEREAS, food services are integrally tied to transportation;

WHEREAS, Paratransit's has expanded into food access work during the COVID-19 pandemic delivering Senior Meal Boxes for SFBFS;

WHEREAS, SFBFS is a non-profit organization and meets the criteria for a CTSA partner;

WHEREAS, has identified a need to expand senior food programs moving forward;

WHEREAS, discussions between the two agencies have begun to develop a long-term program to meet this need; and

WHEREAS, this agreement will be a mutual benefit agreement allowing Paratransit to track and provide support for transportation services and would authorize and allow the development and pursuit of finding to establish, implement and deliver potential new programs with the SFBFS and their affiliate food banks.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of Paratransit, Inc. adopts Resolution 16-20 authorizing Paratransit's Chief Executive Officer to negotiate and execute on behalf of Paratransit, Inc. a CTSA and General Partnership Agreement with Sacramento Food Bank and Family Services.

Anna Fontus, President
Paratransit, Inc., Board of Directors
Dated: September 21, 2020



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 7D**

AGENDA TITLE: Discussion and Consideration to Adopt Resolution 17-20 Approving the FY 21-25 Business Development Plan and implementing an annual review and update of the Business Development Plan as part of the Budget Approval Process

MEETING DATE: September 21, 2020

PREPARED BY: Tiffani M. Fink, Chief Executive Officer

RECOMMENDED ACTION:

Discussion and Consideration to Adopt Resolution 17-20 Approving the FY 21-25 Business Development Plan.

BACKGROUND AND DISCUSSION:

Each year, the Paratransit, Inc. Board of Directors adopts the agency's annual operating budget. In addition to the fiscal detail, this document provides a comprehensive Business Plan for the work products to be delivered in the upcoming year. While this planning document covers the existing year, and builds on commitments from prior years, it does not include forecasted future years.

Attached to this staff report as Attachment #1 is a PowerPoint presentation for the meeting that highlights some historical direction on how we have progressed to where our services are today, outlines our current fiscal year programs and projects and identifies both short (1-2 year) and long (3-5) year program growth areas based on our current core competencies, growth opportunities and strategic initiatives. A detailed analysis of our Strengths, Weaknesses, Opportunities and Threats (SWOT) will be presented at the Board meeting for both Short Term and Long Term

Opportunities. Additionally, there will be the ability to discuss prioritization of elements within each category or to suggest alterations to the items outlined. Staff will provide information highlighting long-term contractual commitments and how they factor into the growth plan. Both the Short Term and Long Term opportunities assume sustained operation of our pre-COVID activities (aside from ADA and non-ADA service).

In addition, staff proposes creation of an annual review and update process tied into the budget approval process. This would allow for an update of current activities, adjustment of in development items, and would update the last year of the plan to add a new fifth year to the plan. By adopting revisions on the budget timeline this would also allow for any changes to the Business Development Plan that could influence upcoming Board seat vacancies to be discussed and direction provided regarding recruitment.

FISCAL IMPACT:

All current activities are included within the existing budget. Cost for future expanded services such as providing services and maintenance would be offset by secured revenues prior to service implementation.

ATTACHMENTS:

1. Business Development Plan PowerPoint
2. Resolution 16-20

PARATRANSIT, INC

BUSINESS DEVELOPMENT PLAN



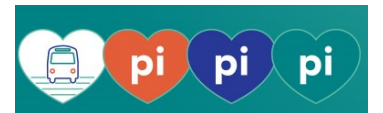
Historical Development Work Completed

- Began in 1978 as the Senior and Disabled Services Agency
- In 1981, became the first CTSA in CA (served as the model for the legislation)
- With the passage of ADA, began providing ADA service to SacRT (originally 100% paid by SacRT)
- In 2008, following an audit recommendation to consider diversifying revenue to become less dependent on SacRT, Innovative Paradigms was started and other diversified services such as outside maintenance, were expanded
- 2008- current: Substantial expansion of additional services to diversify revenue
- 2012- current: Substantial increase in level of grant funding pursued to assist with diversified revenue
- June 2020- End of ADA service agreement with SacRT.
- July 2020- Deliver programs and services completely under the control of the Board of Directors of Paratransit, Inc



Agency and Program Development Activities Taken to Date

- Developed and successfully implemented numerous innovative mobility programs across the Country and built and administer a proprietary software solution
- Developed a transition program that focused on staffing and resources needed for continued growth and sustainability and executed a seamless transfer to ADA and Non-ADA service to SacRT
- Enhanced focus on branding and Agency recognition through social media, paid and earned media and strategic partnerships
- Expanded staff participation in community events and speaking engagements
- Successfully branded Paratransit Strong
- Increased morale among staff



Overview of Existing Services and Programs

In Sacramento and the SACOG region:

- Key Social Service Transportation provider for Alta California Regional Center with growing demand in this segment
- CTSA Partnership program with 9 local social service agencies
- Mobility Management Services
- Contracted Maintenance Services
- Senior/ Disabled Food Delivery and Support Services

Outside Sacramento:

- Mobility Management and Eligibility Programs
- Professional Consulting for ADA services, training and operations

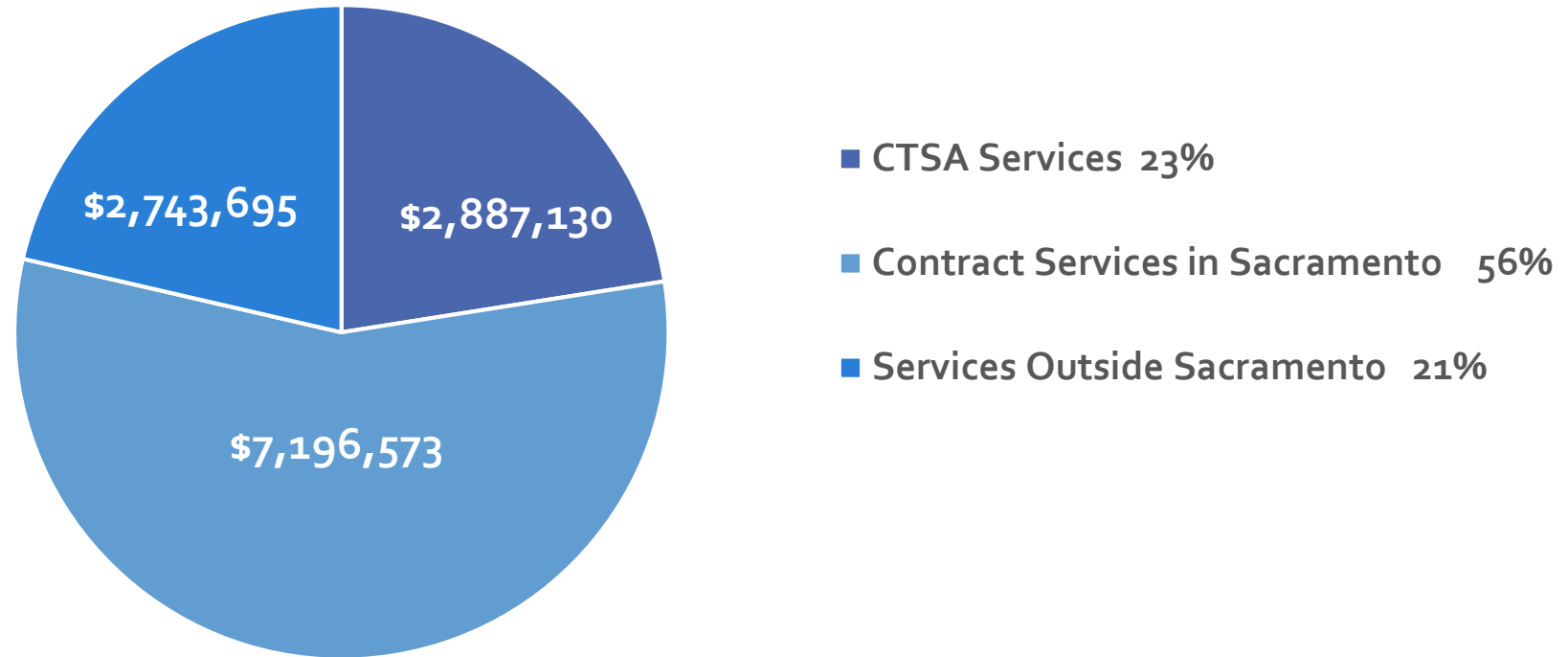


Diversified Funding Sources

- Measure A and TDA (Transportation Development Act)
- Federal Transit Administration Grants
- State and Local Grants
- State Vendorized Contract Revenues (Local travel training and long term operations contracts)
- Competitive Contracts
- Outside Maintenance Revenues
- Lease Agreements



Breakdown of Budget Revenue by Functional Area



Programs In Sacramento

- CTSA Partner Agency Services
- Long-Term Contracted Transportation Services (Alta Regional)
- Mobility Instruction Services (Grant funded and Contracted through Alta)
- Youth Transportation Literacy Services
- Volunteer Driver Programs
- Contracted Maintenance Services
- Contracted Taxi Inspection Services
- Food Delivery Services



CTSA Partner Agencies

- United Cerebral Palsy
- ACC Senior Services
- Sutter Health
- Developmental Disabilities Services Organization
- Elk Grove Adult Community Training
- St John's Program for Change
- Eskaton (potential new PACE program)
- Easter Seals
- Consideration on Board agenda to add Sacramento Food Bank and Family Services and Meals on Wheels by ACC



Contracted Program Offerings

- In-Person ADA Eligibility Certification Services
- Mobility Instruction Services: Older Adults, Persons with Disabilities and Youth
- Volunteer Driver Programs
- Route and Scout Services
- Software Licensing and Data Hosting
- ADA Service Training Services: Securement, Sensitivity, Driving, etc
- Professional and Technical Services



Contracted Programs

Boston, MA (MBTA):

- In-Person Eligibility including FACTS testing
- Route and Scout Services
- Mobility Instruction

Roseville, CA (City of Roseville Transit):

- Mobility Instruction

Oakland, CA (AC Transit and BART):

- Professional Consulting for ADA services, training and operations



Contracted Programs

VIA Transportation (Various Locations):

- Training for Paratransit Operations

Wichita, KS (City of Wichita Transit):

- Software Licensing and Professional Services
 - In-Person Eligibility
 - Mobility Instruction
 - Discount Fare Card System

Ontario, CA (Omnitrans):

- Software Licensing and Professional Services
 - In-Person Eligibility
 - Mobility Instruction



Expansion Opportunities in Process

- Sustained Opportunities for Food Delivery to Seniors and Persons with Disabilities post pandemic (SFBFS item on Agenda)
- Consideration of adding additional CTSA Partners
 - There is an item to consider Meals on Wheels by ACC and Sacramento Food Bank and Family Services on this agenda
- Expanded Contract Transportation Services to Social Service Agencies to assist with Social Distancing Requirements as clients return to program
- Expansion of Youth to Jobs to Access for Youth Program (Shine Grant from SMUD submitted and under review)
- Expansion of Mobility Services in Boston to include Mobility Mentoring and Volunteer Driver Programs (5310 grant application is under review)

Access San Joaquin went out to re-bid for an expanded Scope and as the recent incumbent, we proposed and are awaiting a decision by San Joaquin RTD.



Paratransit Programs by Category

Transportation	Maintenance	Mobility Management	Software/Training/Rentals
CTSA Partner Agency Support	CTSA Partner Agency Support	Travel Training for Seniors and Persons with Disabilities (Sacramento)	Software and Technology Development (Boston)
Contracted Services (Alta Regional, etc)	SacRT GO Fleet	Travel Training for Seniors and Persons with Disabilities (Boston)	Management and Development of the DMS Eligibility, Travel Training, Volunteer Driver and Discount Fare Card Modules
Meals on Wheels support	Expanded services to Partner Agencies	Youth Travel Training (Sacramento)	Software Hosting (Omnitrans)
Senior Food Deliveries	Taxi Inspections	Travel Training (Roseville)	Training Services for VIA
Great Plates Delivered	Bus Fueling Services (in house, partner and City of Sacramento)	Eligibility Services (Boston)	Professional Transit Assistance and Staffing (AC Transit and BART)
	Bus Washing	Route and Scout Services (Boston)	Accessible Vehicle Rentals
	Bus Fogging	Volunteer Driver Program (Sacramento)	Eligibility Training, Software and Data hosting (Wichita)
		Volunteer Driver Program (Boston Pending)	Travel Training Instruction, Software and Data hosting (Wichita)
		Mobility Mentor Program (Boston Pending)	Discount Fare Card training, software and Data hosting (Wichita)
		Eligibility Services (San Joaquin County Pending)	
		Travel Training (San Joaquin County Pending)	
		Volunteer Driver Program (SJ County Pending)	
		Discount Fare Card Program (SJ County Pending)	

Short Term Deliverables (1-2 years)

- Maintain all existing programs and partnerships and continue to expand offerings available: look at expanding contracted service into destinations in Placer, Yolo and northern San Joaquin Counties
- Continue to cultivate innovative partnerships and expansion of CTSA partnerships to 1-2 additional agencies (beyond the current and in process)
- Further upgrading of software technologies to expand our software consulting capabilities
- Expansion of our Contracted Training Services and Professional Services Benches
- Further expansion into Youth Programs under the CTSA services
- Expansion of the Destinations Mobility Fleet and Enhanced Marketing
- Expansion of our Mobility Programs to additional locations which do not require Brick and Mortar investments
- Expansion of Maintenance Services to Non-Profits in the region



Presentation of SWOT Analysis for Short Term Deliverables

Presented at the Meeting

Longer Term Deliverables (3-5 years out)

- Begin development ideas for the Woodbine Property for expansion
- Expansion of Maintenance Services to other business in the Community (beyond non-profits)
- Re-establish a consulting lead focused on business development, but under different parameters than were in place for Innovative Paradigms
- Continued growth and expansion of our Transportation Programs
- Development and rollout of a National Transit Training Program, including Marketing and Branding



Presentation of SWOT Analysis for Long Term Deliverables

Presented at the Meeting

Discussion



**RESOLUTION NO. 17-20
APPROVING THE FY 21-25 BUSINESS DEVELOPMENT PLAN AND
IMPLEMENTING AN ANNUAL REVIEW AND UPDATE OF THE
BUSINESS DEVELOPMENT PLAN AS PART OF THE BUDGET
APPROVAL PROCESS**

WHEREAS, annually the Paratransit, Inc. Board of Directors approves the annual budget document where serves as the business plan for the next fiscal year; and

WHEREAS, with recent changes in operations and the discontinuance of the operation of Americans with Disabilities Act (ADA) and non-ADA service a look at the current programs, as well as development of a longer term business development plan was due; and

WHEREAS, Paratransit is a nationally recognized leader in transportation and mobility management and a business development plan provides direction to staff on priorities from growth and expansion; and

WHEREAS, the business development plan is a vital link to the board governance and to ensure a representation that meets the current needs of the Agency, annual review is necessary to coincide with Board terms.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Paratransit, Inc. adopts Resolution 17-20 approving the FY 21-25 Business Development Plan.

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Board of Directors of Paratransit, Inc. implements annual review and update of the Business Development Plan as part of the budget approval process.

Anna Fontus, President
Paratransit, Inc., Board of Directors
Dated: September 21, 2020



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 7E**

AGENDA TITLE: Adopt Resolution 18-20 Amending the Paratransit, Inc. By-Laws Related to Board Composition and Governance

MEETING DATE: September 21, 2020

PREPARED BY: Tiffani M. Fink, Chief Executive Officer

RECOMMENDED ACTION:

Adopt Resolution 18-20 amending the Paratransit, Inc by-laws related to Board Composition and Governance.

BACKGROUND AND DISCUSSION:

The Board of Directors created the Ad Hoc Committee in January of 2020 to implement the necessary Paratransit Bylaw changes due to the termination of the 4 Party Agreement. In June, the Paratransit, Inc. Board of Directors voted to modify the bylaws to have the Board appoint all members going forward. Under the previous Bylaws, the City of Sacramento, County of Sacramento, Sacramento Regional Transit District the and Sacramento Area Council of Governments appointed Directors.

At the Board of Directors Meeting in June, the Board also approved a motion to re-appoint the existing Board Members to new terms from July 1, 2020 through December 31, 2020. The bylaws were amended at that time to reflect the change that was approved.

Since the Board meeting in June, the AdHoc has met twice to discuss Board structure and terms. For the purpose of discussion and process, this item is

being presented as two separate actions. The first is to discuss and adopt clean-up revisions to the bylaws and to clarify the rotation of terms and initial number of Directors to be appointed at the November meeting. The second item will focus on the criteria and process for selecting Directors to fill the positions.

At the AdHoc meeting in August, there was a lot of discussion regarding the roles of Board Directors and the potential for term limits. Following this meeting, staff conducted an evaluation of other Boards, term limits and talked to agencies about difficulty in obtaining members. There was also a discussion on naming specified seats (ie, Seat A represents a User of our services). This issue has the most variance in how it is handled. The findings and changes were presented to the AdHoc in September. Below are recommendations and information for consideration as starting points for the Board discussion.

Term Limits: While term limits can be used effectively to ensure that there are fresh ideas available to the agency and Board, they can also create Board position recruitment challenges and lead to selection of candidates to ensure quorum rather than for the strengths they add to the Board. Staff recommends that the Board of Directors does not implement term limits but rather use a process based approach. The consensus is that two terms of three years is the average duration most Board members serve. The Board could adopt that as a target when recruiting new Directors (ie, while each term is three years in length, for active participation most tend to re-apply for a second three year term). This would not have to be included but could be a tool to gauge interest to participating in many of our longer term initiatives. The absence of term limits would also allow the Board to consider re-appointing a Director who has been very active, or one who may be more involved with an agency initiative at the time that their term ends. These items could be highlighted during the application process and would allow the Board to retain active, engaged Directors.

Specified Seats: While the idea of specified seats provides clear guidance to the Chief Executive Officer during the recruitment of new Directors, by

incorporating them specifically into the Bylaws, it can also create issues with flexibility to meet the changing Agency needs over time. Staff recommends a hybrid solution. The staff recommendation is to name one specified seat as a User of our Services (this could be a rider, a mobility management program participant, an Alta client, etc). As Paratransit has always placed the input of those we serve at the forefront of our decisions, this seat remains vital into the future. For the remaining seats, staff recommends adopting language that notes the qualification of the Directors shall further the mission of the agency and aid in the delivery of the Agency Business Development Plan. This will allow for clear direction moving forward but allow for those positions to change as the Business Development Plan changes. Going forward, it is the intent to revisit the Business Development Plan annually and based on the input from Board Members a review of open terms and Board needs will be included as part of that discussion prior to opening recruitment for Directors.

Number of Initial Directors: At the June meeting the Bylaws were amended to provide a range of size for the Board. Currently the Board can be anywhere between 5 and 9 members. Based on feedback from Board members, attendance records and identifying the need for potential expansion further in the future (several years out), staff recommends considering an initial appointment of seven (7) members to the new Board. Should the Board choose in the future to reduce the size further, it would have the ability to shrink the size through attrition and conversely, based on initiatives and areas of growth, the Board may choose to add to the Board. Any reduction or growth should be considered in odd increments to maintain a 5, 7 or 9 member composition. The discussion on the appointment process and potential selection criteria has been included as a separate agenda item. In accordance with the Board meeting calendar dates and the current termination dates of the existing terms, appointments are scheduled for consideration at the November Board meeting.

Clean Up Items for the Bylaws: Included for potential action tonight are a few additional clean up items. They are:

- **Change in Officers:** With the potential for the Board to consist of 5 or 7 Directors (or remain at 9) , it is recommended that the number of Board Officer positions be reduced to 3. This would allow the officers to represent a portion of the Board but not a supermajority. Staff recommends that the 4 officer positions be consolidated from the current: President, Vice President, Secretary and Treasurer to the following three positions: President, Vice President and Secretary/Treasurer.
- **Items Requiring a Vote by Majority of the Board:** Currently our bylaws allow for any item to be approved a simple majority of the Board, as long as quorum has been met. There have been challenges meeting quorum in the past and this language clarifies the voting action. In addition, the proposed language includes the long standing practice of Board delegation to the CEO into the bylaws.

The Amendments proposed would change the language in Section 6.01: Officers of the By-laws to read : The Officers of the Corporation shall be a President , a Vice President, and a Secretary/Treasurer. Additionally, Section 6.04: Quorum of the bylaws would add the following language: Board actions shall require a majority vote of the Board of Directors unless formally delegated to the Chief Executive Officer by prior Board action.

FISCAL IMPACT:

There is no fiscal impact associated with the change in the bylaws proposed.

ATTACHMENTS:

1. Resolution 18-20
2. Proposed Amended Bylaws



RESOLUTION 18-20

**AMENDING THE PARATRANSIT, INC BYLAWS RELATED TO BOARD
COMPOSITION AND GOVERNANCE**

WHEREAS the current bylaws for Paratransit, Inc in Section 6.1 Officers identify that the officers of the Board of Directors shall be the President, Vice President, Secretary and Treasurer; and

WHEREAS with the change to the bylaws in June 2020, the current structure of the Officer could result in a super majority; and

WHEREAS in Section 6.04: Quorum clarification is needed regarding required voting thresholds; and

WHEREAS, the Paratransit, Inc. Board of Directors has a long standing practice of delegating approval authority for some items to the Chief Executive Officer which is not clearly identified in the bylaws.

NOW THEREFORE BE IT RESOLVED that the Board of Directors of Paratransit, Inc. does hereby amend the Paratransit, Inc. Bylaws related to Board Composition and Governance modify Section 6.1 to change the officer of the Board to be a President, Vice President and Secretary/Treasurer.

NOW THEREFORE BE IT FURTHER RESOLVED, that the Board of Directors of Paratransit, Inc. does hereby amend the Paratransit, Inc. Bylaws related to Board Composition and Governance modify Section 6.04 to add language stating “Board Actions shall require a majority of the Board unless formally delegated to the Chief Executive Officer by prior Board action.”

Anna Fontus
President

Date



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 7F**

AGENDA TITLE: Discussion and Direction on Process and Procedure to select candidates for the Board Seats and schedule nomination and appointment process to occur at the November 2020 Board of Directors meeting, with a January 1, 2021 effective date.

MEETING DATE: September 21, 2020

PREPARED BY: Tiffani M. Fink, Chief Executive Officer

RECOMMENDED ACTION:

Discussion and Direction on Process and Procedure to select candidates for the Board Seats and schedule nomination and appointment process to occur at the November 2020 Board of Directors meeting, with a January 1, 2021 effective date.

BACKGROUND AND DISCUSSION:

Following the discussion and action from Agenda item 7E, this discussion will focus on next steps to selecting the members of the future Board of Directors. A presentation on possible options and approaches will be presented during the meeting for consideration and feedback. In accordance with the implementation timeline, the scheduled dates are:

September Board Meeting: Action on Board Structure and Discussion on Candidate Selection Criteria and Process

November Board Meeting: Consideration of Individuals for appointment to the Board effective January 1, 2021.

December 31, 2020: Expiration of existing terms

January 2021: New Board members terms take effect

FISCAL IMPACT:

There is no fiscal impact associated with the change in the bylaws proposed.

ATTACHMENTS:

None